FREEMAN

THE RUNNING EVENT 2015
DECEMBER 2-4, 2015
AUSTIN CONVENTION CENTER
AUSTIN, TX

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high white back drape, 36" high white side dividers, one 6' x 30" blue skirted table, two Limerick chairs, one wastebasket, and a 7" x 44" identification sign

EXHIBIT HALL CARPET

The exhibit hall and booths are NOT carpeted; however the aisles will be carpeted in blue. Should you require carpeting in your booth please order as soon as possible.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by November 10, 2015.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ

Tuesday	December 01, 2015	8:00 AM	-	5:00 PM
Wednesday	December 02, 2015	6:00 AM	-	2:30 PM

EXHIBIT HOURS

Wednesday	December 02, 2015	4:00 PM	-	8:00 PM
Thursday	December 03, 2015	10:00 AM	-	6:00 PM
Friday	December 04, 2015	8:00 AM	-	1:00 PM

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ

Friday	December 04, 2015	1:00 PM	-	8:00 PM
Saturday	December 05, 2015	8:00 AM	-	1:00 PM

We will begin returning empty containers once aisle carpet is removed.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Saturday, December 05, 2015 at 1:00 PM.
To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Saturday, December 05, 2015 at 10:00 AM.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 fax (469) 621-5611
FreemanSanAntonioES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or + (512) 982-4187 Outside the US or +(817) 607-5183
International Shipping Services or fax (469) 621-5810 or email exhibit.transportation@freemanco.com

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by November 10, 2015. Our Internet online ordering service, Freeman Online® is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman Online®. To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman Online®, click on the "Login" link to create a new account. To access Freeman Online® without using the email link, visit **www.freemanco.com/store** and click the "Login" link. If you need assistance with Freeman Online® please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 982-4186 Local & International.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____
FORMULA4MEDIA - RUNNING EVENT -405781
C/O FREEMAN / AWD
RACEWAY CROSSING, BLDG. 1, 16310 BRATTON LN., STE 125
AUSTIN, TX 78728

Freeman will accept crated, boxed or skidded materials beginning Monday, November 02, 2015, at the above address. Material arriving after November 17, 2015 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
FORMULA4MEDIA - RUNNING EVENT -405781
C/O FREEMAN
Austin Convention Center
500 E CESAR CHAVEZ ST
AUSTIN, TX 78701

Freeman will receive shipments at the exhibit facility beginning Tuesday, December 01, 2015. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the Material Handling form for charges for this service.

LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form for Display Labor for Straight time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (210) 554-2021.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (210) 554-2021 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by November 10, 2015.

AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/ dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

EXHIBITOR ASSISTANCE

Call Freeman's Exhibitor Services department at (210) 554-2021 with any questions or needs you may have.
For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Reducing Your Footprint

Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

Green Tips for Exhibitors

Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways, such as free songs from iTunes, coupons and free online Apps are smart and trendy.

Printing, Recycling and Waste Management

- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
- Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
- Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

Shipping and Transportation

- If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
- Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.
- Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
- If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.

Personnel and Best Practices

- Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
- Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact Jeff Chase at jeff.chase@freemanco.com.

FREEMAN

3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611

DISCOUNT PRICE
DEADLINE DATE
NOVEMBER 10, 2015

INCLUDE THIS FORM
WITH YOUR ORDER
PLEASE USE BLACK INK

NAME OF SHOW: **FORMULA4MEDIA - RUNNING EVENT -405781 / DECEMBER 2-4, 2015**

COMPANY NAME: BOOTH #:

ADDRESS: BOOTH SIZE : X

CITY/STATE/ZIP:

PHONE: EXT.: FAX #:

SIGNATURE: PRINT NAME:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE: ☐ **Check if you are a new Freeman customer**

Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

☐ COMPANY CHECK

Please make check payable to: Freeman
Checks must be in U.S. funds drawn on a U.S. or Canadian bank.(**"U.S. FUNDS"** MUST BE PRE-PRINTED on Canadian checks.)

Please reference (405781) **on your remittance.**

☐ CREDIT/DEBIT CARD

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ BANK TRANSFER

Bank transfer to Bank of America, N.A.; Dallas, TX
Wire Transfer
ABA#: 026009593 ACCT# 1252039192 Freeman
International Wire Transfer
Swift Code: BOFAUS3N ACCT# 1252039192 Freeman
ACH Direct Deposit
ABA#:111000012 ACCT# 1252039192 Freeman

Please reference Name of Show & Booth Number so we can properly credit your account.
Note: Customers are responsible for any bank processing fees.

☐ **AMERICAN EXPRESS** ☐ **MASTER CARD** ☐ **VISA** **FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO.: EXP. DATE:

CARDHOLDER NAME (PRINT): SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR

MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS	UTILITIES		GRAND TOTAL

- **Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at:** www.freemanco.com/store. **We do not accept credit card information via email.**
- **Orders received without payment or after the discount price deadline date will be charged at the standard price.**
- **Copies of invoices may be picked up from the Service Desk prior to show closing.**
- **If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.**

TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

http://feedback.freemanco.com/?405781

FREEMAN method of payment

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611

FREEMAN third party authorization

FORMULA4MEDIA - RUNNING EVENT -405781 / DECEMBER 2-4, 2015

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE: DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT. FAX:

CONTACT'S E-MAIL:

Indicate which services are to be invoiced to the Third Party:

- ☐ **ALL FREEMAN SERVICES**
- ☐ **I&D LABOR/SUPERVISION**
- ☐ **MATERIAL HANDLING/IN & OUT**
- ☐ **UTILITIES**
- ☐ **FREEMAN EXHIBIT TRANSPORTATION**
- ☐ **RENTAL FURNITURE/CARPET/SIGNS**
- ☐ **BOOTH CLEANING**
- ☐ **OTHER** _____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT: FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's e-mail.

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ **AMERICAN EXPRESS** ☐ **MASTERCARD** ☐ **VISA** **FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO: EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT): CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

Freeman

TRANSPORTATION COMPLETE

SAVE MONEY NOW!

Freeman's all-inclusive shipping and material handling package means transporting your exhibit materials has never been simpler or as affordable.

Double the convenience... zero surprises.

Package includes:

- Round trip standard ground transportation AND material handling services
- No additional fees, no surprises
- Pick-up and transportation from point of origin to either advance warehouse or show site – your choice.
- Pre-printed shipping labels & outbound paperwork

Benefits:

- Turnkey pricing ensures precise budgeting
- No additional handling, pick-up or delivery fees
- No additional fuel surcharges or overtime surcharges
- No carrier waiting time fees
- Experienced on-site transportation reps from move-in through move-out
- All charges on your Freeman invoice
- LTL (less than truck load) shipping

To take advantage, call 1-800-995-3579 or email exhibit.transportation@freemanco.com for a quote.

*Services apply to destinations anywhere in the Continental U.S.

FREEMAN
INNOVATION DEDICATED TO YOUR BRAND

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY FREEMAN EXHIBIT TRANSPORTATION

FREEMAN

(800) 995-3579 Toll Free US & Canada
(817) 607-5100 Local & International

NAME OF SHOW: **FORMULA4MEDIA - RUNNING EVENT -405781 / DECEMBER 2-4, 2015**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call applicable number listed above to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:
  (800) 995-3579 Toll Free US & Canada
  (817) 607-5100 Local & International

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date:

SHIPPER NAME

SHIPPER ADDRESS

(City) (State) (Zip)

DESTINATION

☐ I will be shipping to the **WAREHOUSE**

FREEMAN / Exhibiting Company Name / Booth #

FORMULA4MEDIA - RUNNING EVENT -405781

C/O: FREEMAN / AWD
RACEWAY CROSSING, BLDG. 1, 16310 BRATTON LN., STE 125
AUSTIN, TX 78728

MUST BE DELIVERED BY NOVEMBER 17, 2015

☐ I will be shipping to **SHOW SITE**

FREEMAN / Exhibiting Company Name / Booth #

FORMULA4MEDIA - RUNNING EVENT -405781

C/O: FREEMAN
AUSTIN CONVENTION CENTER
500 E CESAR CHAVEZ ST
AUSTIN, TX 78701

CANNOT BE DELIVERED BEFORE DECEMBER 01, 2015

TYPE OF SERVICE

☐ Next Day Air: Delivery next business day by 5:00 PM
☐ Second Day Air: Delivery second business day by 5:00 PM
☐ 3-5 Day Service: Delivery within 3 - 5 business days
☐ Declared Value $ _____

Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.

☐ Standard Ground: Dependent on distance
☐ Expedited Ground: Tailored to specific requirements
☐ Specialized: Pad wrapped, uncrated, truck load

SHIPPING INFORMATION

Items to be shipped

Number of Pieces	Est. Weight
____ Crates (wooden)	_____
____ Cartons (cardboard)	_____
____ Cases/Trunks (fiber) (color _____)	_____
____ Skids/Pallets	_____
____ Carpet (color _____)	_____
____ Other (_____)	_____
____ Total	_____

Size of largest piece: (H) _____ (W) _____ (L) _____

NOTE: Shipments will be weighed and measured prior to delivery.

OUTBOUND SHIPPING

☐ I would like to schedule outbound Freeman Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information **if different from pick up address:**

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:
exhibit.transportation@freemanco.com
or
Fax: (469) 621-5810

A TRANSPORTATION SPECIALIST WILL CALL YOU TO CONFIRM RECEIPT OF ORDER AND FINALIZE DETAILS.

SHOW # (405781)

07/15

FREEMAN exhibit transportation

WHAT ARE FREIGHT SERVICES?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

How do I ship to the warehouse?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.
- Please call the number located on Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

What about prepaid or collect shipping charges?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

How should I label my freight?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on Quick Facts.

How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt." (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

  Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

  Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to theirdelivery procedures.

  Uncrated: material that is shipped loose or pad-wrapped, carpet and / or pad-only shipments, and / or unskidded machinery without proper lifting bars or hooks.
- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show site shipments.
- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

How do I protect my materials after they are delivered to the show or before they are picked up after the show?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

How do I ship my materials after the close of the show?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, show recommended carriers will be on site to handle outbound transportation.

Where do I get a forklift?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

Do I need insurance?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the enclosed Terms and Conditions.

Other available services (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return

F R E E M A N
3323 IH 35 North, Ste 120
San Antonio, Texas 78219
Ph: 210/554-2021 • Fax 469/621-5611
FreemanSanAntonioES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **FORMULA4MEDIA - RUNNING EVENT -405781 / DECEMBER 2-4, 2015**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 210-554-2021 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.freemanco.com/store, select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

MATERIAL HANDLING SERVICES

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad-wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS & DHL** are included in this category due to their delivery procedures.

UNCRATED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

CARPET OR PAD ONLY: Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

STRAIGHT TIME: 8:00 A.M. to 5:00 P.M. Monday through Friday

OVERTIME: 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment	$ 74.00	148.00
Special Handling Shipment	$ 96.25	192.50
Carpet and/or Pad Only Shipment	$ 111.00	222.00
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment	$ 70.00	140.00
Special Handling Shipment	$ 91.00	182.00
Uncrated or Pad Wrapped Shipment	$ 105.00	210.00
Carpet and/or Pad Only Shipment	$ 105.00	210.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment	$ 40.00	
ADDITIONAL SURCHARGES:		
Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after 11/17/2015	$ 18.50	37.00
Show Site Shipment after 12/02/2015	$ 17.50	35.00
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment	$ 17.50	35.00
Special Handling Shipment	$ 22.75	45.50
Uncrated or Pad Wrapped Shipment	$ 26.25	52.50
Carpet and/or Pad Only Shipment.	$ 26.25	52.50
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment	$ 17.50	35.00
Special Handling Shipment	$ 22.75	45.50
Uncrated or Pad Wrapped Shipment	$ 26.25	52.50
Carpet and/or Pad Only Shipments	$ 26.25	52.50

*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

LATE SHIPMENT FEES:
If freight is received in the warehouse during the exhibitor move-in or show hours, there will be an additional late fee per trip of **$150.00**

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
Surcharges	÷ 100 =		
		8.25% Tax	**N/A**
		Total	

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.freemanco.com/store

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?
Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?
Trailer loaded “high and tight” shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?
Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?
Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or “cubed out” shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?
Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?
Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

What are Mixed Shipments?
Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have “No Documentation”?
Shipments arrive from a small package carrier (including, among others, Federal Express, UPS & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What is the difference between Crated and Uncrated Shipments?
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting points.

What about carpet only shipments?
Shipments that consist of loose carpet and/or carpet padding only require additional labor and equipment to unload.

FREEMAN

RUSH

DO NOT DELAY

RECEIVING DATE BEGINS: NOVEMBER 02, 2015

DEADLINE DATE IS: NOVEMBER 17, 2015

TO: _____

EXHIBITOR NAME

C/O: FREEMAN / AWD

RACEWAY CROSSING, BLDG. 1
16310 BRATTON LN., STE 125
AUSTIN, TX 78728

WAREHOUSE

FORMULA4MEDIA - RUNNING EVENT
EVENT: _____ ***-405781***

BOOTH NO: _____ NO. ____ OF ____ PCS

FREEMAN

RUSH

DO NOT DELAY

RECEIVING DATE BEGINS: NOVEMBER 02, 2015

DEADLINE DATE IS: NOVEMBER 17, 2015

TO: _____

EXHIBITOR NAME

C/O: FREEMAN / AWD

RACEWAY CROSSING, BLDG. 1
16310 BRATTON LN., STE 125
AUSTIN, TX 78728

WAREHOUSE

FORMULA4MEDIA - RUNNING EVENT
EVENT: _____ ***-405781***

BOOTH NO: _____ NO. ____ OF ____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

FREEMAN

RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE DECEMBER 01, 2015

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
AUSTIN CONVENTION CENTER
500 E CESAR CHAVEZ ST

AUSTIN, TX 78701

SHOW SITE

EVENT: ***FORMULA4MEDIA - RUNNING EVENT -405781***

BOOTH NO: _____ NO. ____ OF ____ PCS

FREEMAN

RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE DECEMBER 01, 2015

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
AUSTIN CONVENTION CENTER
500 E CESAR CHAVEZ ST

AUSTIN, TX 78701

SHOW SITE

EVENT: FORMULA4MEDIA - RUNNING EVENT -405781

BOOTH NO: _____ NO. ____ OF ____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

FREEMAN

RUSH

DO NOT DELAY

MUST DELIVER BY NOVEMBER 30, 2015

TO: _____

EXHIBITOR NAME

C/O: FREEMAN / AUSTIN WAREHOUSE
RACEWAY CROSSING, BLDG 1
16310 BRATTON LANE, STE 125
AUSTIN, TX 78728

HANGING SIGN

FORMULA4MEDIA - RUNNING EVENT
405781

EVENT: _____

BOOTH NO._____NO._____OF_____PCS.

FREEMAN

RUSH

DO NOT DELAY

MUST DELIVER BY NOVEMBER 30, 2015

TO: _____

EXHIBITOR NAME

C/O: FREEMAN / AUSTIN WAREHOUSE
RACEWAY CROSSING, BLDG 1
16310 BRATTON LANE, STE 125
AUSTIN, TX 78728

HANGING SIGN

FORMULA4MEDIA - RUNNING EVENT
405781

EVENT: _____

BOOTH NO._____NO._____OF_____PCS.

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM

STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED
FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at the **FORMULA4MEDIA - RUNNING EVENT -405781 / DECEMBER 2-4, 2015** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, AUSTIN CONVENTION CENTER, FREEMAN,** and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #:_____

Authorized Signature: _____

Printed Name: _____ Date:_____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date:_____

E-Mail: _____

Complete and return form to address listed at the top of this form.

FREEMAN structural integrity statement

F R E E M A N
3323 IH 35 North, Suite 120
San Antonio, Texas 78219
(210) 554-2021 • Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE DEADLINE DATE
NOVEMBER 10, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **FORMULA4MEDIA - RUNNING EVENT -405781 / DECEMBER 2-4, 2015**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 210-227-0341 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- **Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.**
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Phil Sherrod with Freeman AV at 512/827-3231 immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner ____Metal or Wood_____ Other_____

Shape: Square____ Triangle __ Rectangle ____ Other____

Size: Height_____ Length _____ Width _____

Weight of Sign: _____

Does Your Sign Require Electricity _____Assembly_____

Is Your Sign Designed to Rotate? _____Yes _____No
(Initial in the applicable box above)

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

_____ Feet in from the back Aisle # _____

_____ Feet in from the left Aisle #_____

_____ Feet in from the right Aisle #_____

_____ Feet in from the front Aisle # _____

Number of feet from floor to top of sign: _____

FY 16 ALL - AUSTIN

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time
8:00 A.M. to 5:00 P.M., Monday through Friday

Overtime
6:00 A.M. to 8:00 A.M. & 5:00 P.M. to 12:00 A.M.
Monday through Friday,
ALL DAY SATURDAY, SUNDAY & HOLIDAYS

Crew Size - MINIMUM of two people

Materials
Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- **Standard prices will apply to all labor orders placed at show site**
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

		Straight Time	Overtime
Condor/Boom	Condor with crew (up to 200 lbs lift capacity)		
	Advance Price	$439.50	$478.75
	Show Site Price	$615.25	$670.25
Additional Crew	Assembly Labor (Per person / Per hour)		
	Advance Price	$78.50	$117.75
	Show Site Price	$110.00	$165.00

Installation Estimate
Condor/Boom/Snorkel

Approx Hours _____ @ Hourly Rate _____ = Total Estimated Cost _____

Additional Crew **Assembly Labor**

Approx Hours _____ @ Hourly Rate _____ = Total Estimated Cost _____

Dismantle Estimate
Condor/Boom/Snorkel

Approx Hours _____ @ Hourly Rate _____ = Total Estimated Cost _____

Additional Crew **Disassembly Labor**

Approx Hours _____ @ Hourly Rate _____ = Total Estimated Cost _____

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/ disassembly:
____ Freeman
____ Exhibitor Personnel
____ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

FREEMAN hanging sign labor

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

FREEMAN outbound shipping

NAME OF SHOW: **FORMULA4MEDIA - RUNNING EVENT -405781 / DECEMBER 2-4, 2015**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME:

BILLING ADDRESS:

CITY: STATE/ PROVINCE: ZIP/ POSTAL CODE:

SHIP TO: COMPANY NAME:

DELIVERY ADDRESS:

CITY: STATE/ PROVINCE: ZIP/ POSTAL CODE:

PHONE#: ATTN:

SPECIAL INSTRUCTIONS:

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

- ☐ 1 Day: Delivery next business day
- ☐ 2 Day: Delivery by 5:00 P.M. second business day
- ☐ Expedited
- ☐ Deferred: Delivery within 3-4 business days
- ☐ Standard Ground
- ☐ Specialized: Pad wrapped, uncrated, or truckload

☐ OTHER COMMON CARRIER

☐ OTHER VAN LINE

☐ OTHER AIR FREIGHT

☐ Next Day ☐ 2nd Day ☐ Deferred

CARRIER PHONE #:

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

DESIRED NUMBER OF LABELS:

FURNISHING essentials

seating

When it comes to basic seating needs, look no further than Freeman. Our wide array of well-designed modern chairs, armchairs and stools will serve any exhibitor's show space requirements.

diva series
Natural blonde wood and matte chrome finish highlight this sleek Italian design.

diva counter stool
17"W 16"L 36"H – N71092
The intermediate 25"seating height makes this stool ideal for theater or demo areas.

diva chair
18"W 16"L 31"H – N71091
A natural complement to modern exhibit designs.

gray gaslift stool
24"W 20"L 46"H
With Arms – N71048
No Arms – N71047

gray gaslift chair
26"W 20"L 38"H
With Arms – N71046
No Arms – N71045

Telescoping height adjustment; five-caster base rolls with ease.

seating

cherry barrel chair

Cranberry or Taupe

23"W 22"L 29"H – N71038

Traditional style in a cherry finish with classic fabric pattern options.

executive chair

Black Tweed

28"W 25"L 45"H – N71044

black diamond side chair

21"W 23"L 32"H – N71089

black diamond armchair

20"W 21"L 33"H – N71090

diplomat chair

Black Diamond Fabric

25"W 28"L 36"H – N710144

Comfortable, yet compact for office or conference table seating.

seating

limerick® stool by Herman Miller
Gray
18"W 17.75"L 44"H – C210109

limerick® chair by Herman Miller
Gray
18"W 17.75"L 33"H – C210108

black diamond stool
22"W 18"L 46"H – N71088

lounge seating

Give your exhibit a casual yet practical look with Freeman's superior lounge seating. Pick from a large selection of couches, loveseats, chairs and barstools that are sure to take your exhibit design to the next level.

signature loveseat
Black
33"W 60"L 33"H – N73091
Deeply comfortable sofa-style seating in a sleek, contemporary shape.

signature chair
Black
33"W 35"L 33"H – N71093

tables

What Freeman always brings to the table is professionalism, and nothing says more about your meeting space and/or show site than your surfaces and tabletops. Choose from modern glass conference tables, traditional cocktail, end tables and much more.

glass conference table

Black or Chrome Pedestal
42"W 42"L 30"H – N72015
Rounded square glass top is supported by stylish metal frame in a choice of two colors.

cherry cocktail table

19"W 36"L 17"H – N72026

cherry end table

20"W 20"L 20"H – N72027

Milano Table *(page 7)*
Diplomat Chair *(page 3)*

tables

pedestal tables

A range of table-top sizes and materials with pedestals in various heights to fit any space.

soho series

Black-Top Mini	18" Round 18"H	N72066
Black-Top Café	24" Round 30"H	N72069
Black-Top Bistro	24" Round 42"H	N72070
Black-Top Café	36" Round 30"H	N72067
Black-Top Bistro	36" Round 42"H	N72068

chelsea series

Butcher Block-Top Café	30" Round 30"H	N72063
	36" Round 30"H	N72064
Butcher Block-Top Bistro	30" Round 42"H	N720163
	36" Round 42"H	N720164

metro series

Black

slate end table
20"W 20"L 17"H – N72029

slate cocktail table
20"W 40"L 15"H – N72028

studio series

black end table
17"W 17"L 18"H – C115104

black cocktail table
36"W 20"L 15"H – C115103

office furniture

When it's time to set up office, Freeman offers a wide selection of superior, professional pieces in eye-catching shapes and styles to suit any budget and/or design essential. From classic credenzas and bookcases to professional seating, we've got all your office furniture requirements.

office series

Cherry or Oak

five-foot desk

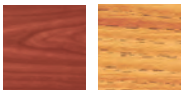
30"W 60"L 30"H
Cherry – N74061
Oak – N74071

credenza

16"W 60"L 30"H
Cherry – N74064
Oak – N74074

bookcase

12"W 36"L 72"H
Cherry – N74065
Oak – N74075



milano table

42"W 84"L 29"H
Blonde Top with Black Base – N72093
Black Top with Black Base – N72092

Freeman's latest seven-foot conference table, featuring clean curved lines and a wealth of work space.

luna table

36"W 72"L 29"H
Black Top with Black Base – N72094

This contemporary six-foot conference table or writing desk comes with a black laminate top.

hemingway writing table

Black
24"W 49"L 29"H – N720191

display

Some of the most essential elements of your exhibit are the surfaces on which you display your show materials. That's why we have an appealing variety of displays, from standing cylinders to sleek computer desks to draped table counters, to ensure your show space will be both attractive and interactive.

draped or undraped table counters

Colored draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white vinyl tops.

tables (30" height)	**3'**	**4'**	**6'**	**8'**
Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C12404630	C12404830
Undraped	C131330	C131430	C131630	C131830
counters (42" height)				
Draped	C130342	C130442	C130642	C130842
Draped on fourth side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842

black *blue* *brown* *dark green*

flax *gold* *gray* *plum*

red *white*

Table-top risers are also available in a variety of sizes. See order form for details.

display

display cubes
Black

12" small
12"W 12"L 42"H – N75030

18" medium
18"W 18"L 36"H – N75031

24" large
24"W 24"L 42"H – N75032

display cylinders
Black

low
30"W 15"H – N75020

medium
18"W 20"H – N75021

high
24"W 36"H – N75022

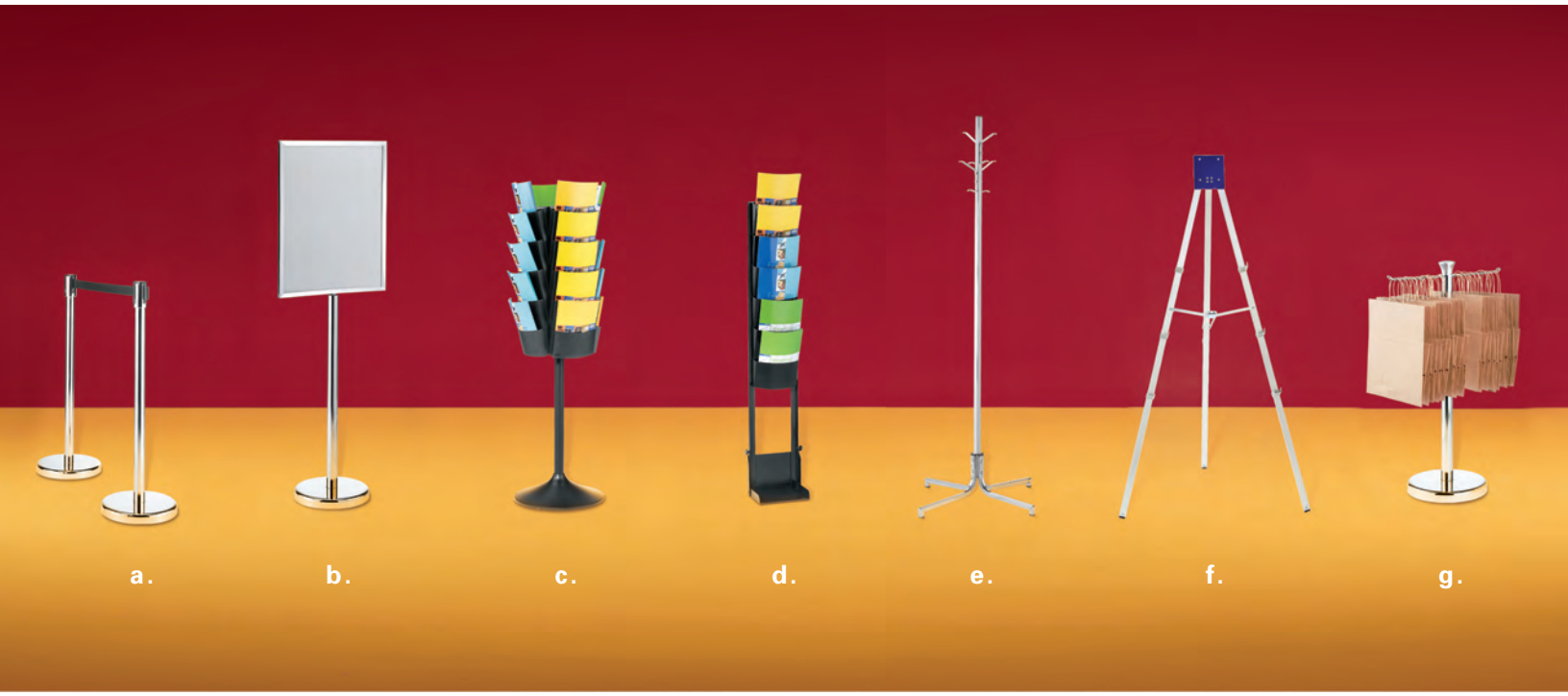
display counter
Black
24"W 49"L 42"H – N72056

orion computer kiosk
Black
28"L 28"D 40.5"H – N75079

Pedestal for computer demo with keyboard tray and interior storage. (Computer not included.)

accessories

We know that every exhibit is different and requires certain pieces that may be hard to find. That's why we offer an assortment of accessories that will meet your needs, from literature racks to bulletin boards to refrigerators and file cabinets. No matter the requirement, your exhibit will always stand out with these striking and functional pieces.



a. chrome stanchion with 8' retractable belt
42"H – C220121

b. chrome sign holder
Holds 22"x 28" sign – C220118

c. round literature rack
17"W 17"L 57"H – N750135
Revolving black display holds printed materials for easy access from 20 pockets.

d. flat literature rack
10"W 55"H – N750136
Forward-facing black display presents printed materials in six pockets.

e. chrome coat tree
C220109

f. chrome easel
C220134

g. chrome bag rack
C220110

special draping
(not pictured)
Special drape is available in a variety of colors. Refer to the order form for details.

accessories

file cabinet with lock
Standard Size

two-drawer
15"W 29"L 28"H – N74082

four-drawer
15"W 29"L 50"H – N74081

floor-standing bulletin board
48"W 96"L 78"H – C10201484

table lamp*
Black
25"H – N75052

small refrigerator*
19"W 19"L 34"H – N75057

wastebasket
Wastebasket color may vary.
C220107

corrugated wastebasket
C220106

**Note: Electrical power must be ordered separately.*

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE

NOVEMBER 10, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **FORMULA4MEDIA - RUNNING EVENT -405781 / DECEMBER 2-4, 2015**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call **(210) 554-2021** to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

FURNISHINGS

CHAIRS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	N71092	Diva Counter Stool	204.95	225.45	286.95	
____	N71091	Diva Chair	190.45	209.50	266.65	
____	N710144	Diplomat Chair	251.50	276.65	352.10	
____	N71038	Cherry Barrel Chair	205.00	225.50	287.00	
		☐ Cranberry ☐ Taupe				
____	N71048	Gray Gaslift Stool w/Arms .	251.50	276.65	352.10	
____	N71047	Gray Gaslift Stool	236.00	259.60	330.40	
____	N71046	Gray Gaslift Chair w/Arms ..	236.00	259.60	330.40	
____	N71045	Gray Gaslift Chair	218.00	239.80	305.20	
____	N71044	Executive Chair	265.00	291.50	371.00	
____	N71089	Black Diamond Side Chair..	105.55	116.10	147.75	
____	N71090	Black Diamond Arm Chair..	144.00	158.40	201.60	

CHAIRS

____	N71088	Black Diamond Stool	134.55	148.00	188.35	
____	C210108	Limerick® Chair..... by Herman Miller	57.00	62.70	79.80	
____	C210109	Limerick® Stool..... by Herman Miller	104.00	114.40	145.60	

LOUNGE SEATING

____	N73091	Signature Loveseat	594.00	653.40	831.60	
____	N71093	Signature Chair	375.70	413.25	526.00	

TABLES

____	N72026	Cherry Cocktail Table.....	164.55	181.00	230.35	
____	N72027	Cherry End Table.....	138.70	152.55	194.20	
____	N72015	Glass Conference Table.....	214.25	235.70	299.95	
		☐ Black ☐ Chrome				
____	N72028	Metro Slate Cocktail Table...	148.00	162.80	207.20	
____	N72029	Metro Slate End Table.....	110.75	121.85	155.05	
____	C115103	Studio Black Cocktail Table.	111.00	122.10	155.40	
____	C115104	Studio Black End Table.....	80.00	88.00	112.00	

TABLES

Pedestal Tables - SoHo Series

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
____	N72066	Black-top Mini 18"W x 18"H	N/A	N/A	N/A	
____	N72069	Black-top Cafe 24"W x 30"H ...	172.00	189.20	240.80	
____	N72070	Black-top Bistro 24"W x 42"H	174.00	191.40	243.60	
____	N72067	Black-top Café Table 36"x30".	176.00	193.60	246.40	
____	N72068	Black-top Bistro 36"W x 42"H ..	187.00	205.70	261.80	

Pedestal Tables - Chelsea Series - Butcher Block Top

____	N72063	Café Table 30"W x 30"H	172.00	189.20	240.80	
____	N72064	Café Table 36"W x 30"H	172.00	189.20	240.80	
____	N720163	Bistro Table 30"W x 42"H	172.00	189.20	240.80	
____	N720164	Bistro Table 36"W x 42"H	172.00	189.20	240.80	

OFFICE FURNITURE

____	N72093	Milano Table/Blonde Top	386.00	424.60	540.40	
____	N72092	Milano Table/Black Top	386.00	424.60	540.40	
____	N72094	Luna Table/Black Top	267.00	293.70	373.80	
____	N720191	Hemingway Writing Table	336.00	369.60	470.40	
____	N74061	Cherry Desk 5'	523.00	575.30	732.20	
____	N74065	Cherry Bookcase	174.00	191.40	243.60	
____	N74064	Cherry Credenza	398.00	437.80	557.20	
____	N74071	Oak Desk 5'	524.00	576.40	733.60	
____	N74075	Oak Bookcase	174.00	191.40	243.60	
____	N74074	Oak Credenza	403.00	443.30	564.20	

DISPLAY FURNITURE

____	N72056	Display Counter.....	336.40	370.05	470.95	
____	N75079	Orion Computer Kiosk.....	361.00	397.10	505.40	
____	N75030	Black Display Cube/Small.....	207.00	227.70	289.80	
____	N75031	Black Display Cube/Medium....	224.00	246.40	313.60	
____	N75032	Black Display Cube/Large.....	261.00	287.10	365.40	

Display Cylinders

____	N75020	Black Display Cylinder/Low.	196.00	215.60	274.40	
____	N75021	Black Display Cylinder/Med.	227.00	249.70	317.80	
____	N75022	Black Display Cylinder/Lg....	268.00	294.80	375.20	

FREEMAN furnishing essentials

Take advantage of the Online price by ordering at www.freemanco.com/store before NOVEMBER 10, 2015

Remember to select a color for items with checkboxes. A color will be selected for you if not indicated.

NAME OF SHOW: **FORMULA4MEDIA - RUNNING EVENT -405781 / DECEMBER 2-4, 2015**

COMPANY NAME: BOOTH:: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call **(210) 554-2021** to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

FURNISHINGS

DISPLAY FURNITURE (continued)

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total

Draped Tables - Tables are 30" wide

☐ Black ☐ Blue ☐ Brown ☐ Dark Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

____	C130330	Draped Table 3'L x 30"H	86.00	94.60	120.40	
____	C130430	Draped Table 4'L x 30"H	100.00	110.00	140.00	
____	C130630	Draped Table 6'L x 30"H	124.00	136.40	173.60	
____	C130830	Draped Table 8'L x 30"H	144.00	158.40	201.60	
____	C1240463	4th Side Drape 6'L x 30"H...	26.00	28.60	36.40	
____	C1240483	4th Side Drape 8'L x 30"H...	26.00	28.60	36.40	
____	C130342	Draped Counter 3'L x 42"H	134.00	147.40	187.60	
____	C130442	Draped Counter 4'L x 42"H	147.00	161.70	205.80	
____	C130642	Draped Counter 6'L x 42"H	159.00	174.90	222.60	
____	C130842	Draped Counter 8'L x 42"H	184.00	202.40	257.60	
____	C1240464	4th Side Drape 6'L x 42"H..	31.00	34.10	43.40	
____	C1240484	4th Side Drape 8'L x 42"H..	31.00	34.10	43.40	

Undraped Tables - Tables are 30" wide

____	C131330	Undraped Table 3'L x 30"H..	45.00	49.50	63.00	
____	C131430	Undraped Table 4'L x 30"H..	49.00	53.90	68.60	
____	C131630	Undraped Table 6'L x 30"H..	60.00	66.00	84.00	
____	C131830	Undraped Table 8'L x 30"H..	71.00	78.10	99.40	
____	C131342	Undraped Counter 3'Lx42"H	62.00	68.20	86.80	
____	C131442	Undraped Counter 4'Lx42"H	67.00	73.70	93.80	
____	C131642	Undraped Counter 6'Lx42"H	82.00	90.20	114.80	
____	C131842	Undraped Counter 8'Lx42"H	92.00	101.20	128.80	

Table Top Corrugated Risers - Risers are 8" wide

____	C1504100	Black 4'L x 7"H Corrugated Riser.....	29.25	32.20	40.95	
____	C1504101	White 4'L x 7"H Corrugated Riser.....	29.25	32.20	40.95	
____	C1506100	Black 6'L x 7"H Corrugated Riser.....	34.25	37.70	47.95	
____	C1506101	White 6'L x 7"H Corrugated Riser.....	34.25	37.70	47.95	
____	C1508100	Black 8'L x 7"H Corrugated Riser.....	39.50	43.45	55.30	
____	C1508101	White 8'L x 7"H Corrugated Riser.....	39.50	43.45	55.30	

DISPLAY FURNITURE (continued)

Table Top Corrugated Risers - Risers are 8" wide

____	C1504200	Black 4'L x 14"H Corrugated Riser.....	44.75	49.25	62.65	
____	C1504201	White 4'L x 14"H Corrugated Riser.....	44.75	49.25	62.65	
____	C1506200	Black 6'L x 14"H Corrugated Riser.....	54.75	60.25	76.65	
____	C1506201	White 6'L x 14"H Corrugated Riser.....	54.75	60.25	76.65	
____	C1508200	Black 8'L x 14"H Corrugated Riser.....	64.75	71.25	90.65	
____	C1508201	White 8'L x 14"H Corrugated Riser.....	64.75	71.25	90.65	

ACCESSORIES

____	C220121	Chrome Stanchion w/belt ..	103.00	113.30	144.20	
____	C220118	Chrome Sign Holder	82.00	90.20	114.80	
____	N750135	Round Literature Rack	193.00	212.30	270.20	
____	N750136	Flat Literature Rack	165.00	181.50	231.00	
____	C220109	Chrome Coat Tree	46.00	50.60	64.40	
____	C220134	Chrome Easel	44.00	48.40	61.60	
____	C220110	Chrome Bag Rack	101.00	111.10	141.40	
____	220107	Wastebasket	20.00	22.00	28.00	
____	220106	Corrugated Wastebasket.....	10.50	11.55	14.70	
____	N75057	Small Refrigerator	408.00	448.80	571.20	
____	N75052	Black Table Lamp	100.00	110.00	140.00	
____	N74082	File Cabinet/2 Drawer	127.00	139.70	177.80	
____	N74081	File Cabinet/4 Drawer	147.00	161.70	205.80	
____	10201484	Bulletin Board	143.05	157.35	200.25	

Special Drape

☐ Black ☐ Blue ☐ Brown ☐ Dark Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

____	12103	Special Drape 3'H (per ft.) ..	16.50	18.15	23.10	
____	12108	Special Drape 8'H (per ft.) ...	19.50	21.45	27.30	

TOTAL COST

_____ + _____ = _____

Sub-Total 8.25 % Tax Total Cost

Remember to select a color for items with checkboxes. A color will be selected for you if not indicated.

FREEMAN furnishing essentials

Take advantage of the Online price by ordering at www.freemanco.com/store before NOVEMBER 10, 2015

SELECT furnishings

seating

Sit back and relax – your search for comfortable seating is over. Choose from a sleek selection of sofas, loveseats and chairs that are sure to take your exhibit design to the next level.

naples

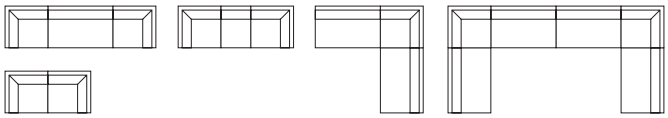
chair
Black Leather
36"L 30"D 28"H – 810119
Powered option – 810120

loveseat
Black Leather
62"L 30"D 28"H – 830120
Powered option – 830122

sofa
Black Leather
87"L 30"D 28"H – 830119
Powered option – 830121

heathrow

possible configurations:



armless chair
Black Leather
24"L 24"D 28"H – 810116

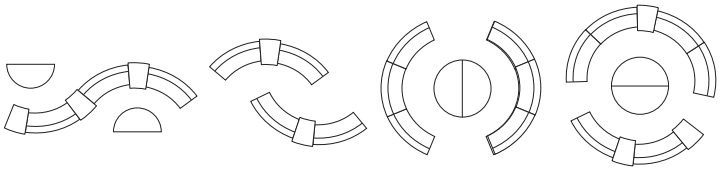
corner chair
Black Leather
24"L 24"D 28"H – 810117

sofa
Black Leather
48"L 24"D 28"H – 830116

See pages 15 and 16 for all Powered options.

south beach

possible configurations (featuring the half round ottomans from page 5):



sofa
Platinum Suede
69"L 29"D 33"H – 8301

ottoman
Platinum Suede
25"L 31"D 18"H – 8151

key west

loveseat
Black Fabric
57"L 35"D 33"H – 8307

sofa
Black Fabric
85"L 35"D 33"H – 8306

tub chair
Black Fabric
31"L 31"D 31"H – 8103

seating

allegro

chair
Blue Fabric
36"L 34.5"D 30"H – 81019

sofa
Blue Fabric
73"L 34.5"D 29.5"H – 83015

tangiers

chair
Beige Fabric
34"L 37"D 36"H – 810118

sofa
Beige Fabric
78"L 37"D 36"H – 830118

roma

chair
White Vinyl
37"L 31"D 33"H – 81020
Powered option – 81021

sofa
White Vinyl
78"L 31"D 33"H – 83016
Powered option – 83017

See pages 15 and 16 for all Powered options.

casual seating

Look no further for a great variety of informal, modern seating options. Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that turn exhibits into destinations.

ottomans

endless square

Black Leather – 815123
White Leather – 815122
34"L 34"D 15"H

half round ottoman

White Leather – 81514
Black Leather – 81513
72"L 36"D 17"H

ottoman bench

Black Leather – 815121
White Leather – 815120
60"L 20"D 18"H

leather cube

Black Leather – 81512
White Leather – 81511
17"L 17"D 18"H

edge LED cube

High Density Plastic
20"L 20"D 20"H – 81526

ottomans

vibe cube
Blue Vinyl – 81518
Pink Vinyl – 81520
Red Vinyl – 81519
Yellow Vinyl – 81517
Orange Vinyl – 81525
18"L 18"D 18"H

occasional chairs

madrid chair
Black Leather/Chrome
30"L 30"D 31"H – 8102

madrid chair
White Leather/Chrome
30"L 30"D 31"H – 810816

meeting chair (espresso)
Bonded Leather/Wood Legs
25.5"L 23.5"D 34"H – 810835

meeting chair (taupe)
Microfiber/Wood Legs
25.5"L 23.5"D 34"H – 810836

occasional chairs

t-vac chair
Translucent/Chrome Legs
25"L 23"D 30"H – 8101

swanson chair
White Vinyl
28"L 25"D 18"H – 810875

ICE side chair
Transparent/Chrome Legs
17.25"L 20"D 32"H – 810814

fusion chair (white/black)
White/Black High Density Plastic
19"L 21"D 32"H – 810838

christopher chair
White Vinyl/Chrome
17"L 19"D 35"H – 810846

rustique chair with arms
Gunmetal
20"L 18"D 31"H – 810841

occasional chairs

razor armless chair
White High Density Plastic
15.38"L 15.5"D 30.5"H – 810837

new york chair
Onyx/Maple Wood/Chrome
23"L 32"D 33"H – 81090

panton chair
White Plastic
20"L 24"D 33"H – 81017

madden chair
Light Gray Vinyl
27"L 32"D 33"H – 810843

wendy chair
Clear Acrylic
15"L 19.7"D 35.8"H – 810847

berlin stack chair
White & Red Plastic/Chrome – 810811
White & Black Plastic/Chrome – 810810
18"L 22"D 32"H

conference chairs

luxor executive chair
Black Leather
27"L 28"D 47"H
Adjustable – 810807

labrea chair
Charcoal Gray Fabric
35"L 27"D 40"H – 810874

pro executive chair
White Vinyl
27.5"L 27.5"D 45.7"H – 810844

perth highback chair
Black Leather/Chrome
23"L 21"D 43"H
Adjustable – 810813

altura conference/ guest chair
Black Fabric/Black Steel
25"L 20"D 34"H – 81063

flex chair
Black Plastic/Chrome
24"L 22"D 31"H – 81018

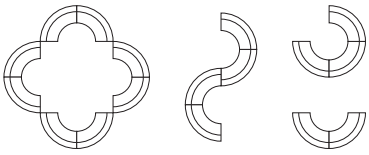
altura junior executive chair
Black Fabric
25"L 25"D 37"H
Adjustable – 81073

bars & barstools

martini bar

Gray metal rounded bar with frosted glass top and chrome legs
67"L 50"D 47"H – Radius 76.5" – 8501

possible configurations:



lift hydraulic barstool

Gray Vinyl/Chrome – 810872
Red Vinyl/Chrome – 810873
Black Vinyl/Chrome – 810871
White Vinyl/Chrome – 810870
15" Round 23-33.5"H Adjustable

Tables in coordinating colors are available upon request.

bars & barstools

rustique barstool
Gunmetal
13"L 13"D 30"H – 810839

ICE barstool
Transparent/Chrome Legs
16.75"L 16"D 37.75"H – 810815

oslo barstool
Blue Plastic/Chrome – 810200
White Plastic/Chrome – 810201
17"L 20"D 30"H

zoey barstool
White Vinyl/Chrome – 810840
Black Vinyl/Chrome – 810834
15"L 17"D 31-35"H

banana barstool
White Vinyl/Chrome – 810103
Black Vinyl/Chrome – 810104
21"L 22"D 30"H

gin barstool
Maple Wood/Chrome
16"L 16"D 29"H – 810505

Tables in coordinating colors are available upon request.

bars & barstools

jetson barstool
Black Vinyl/Black Steel
18"L 19"D 29"H – 810706

shark swivel barstool
White Plastic/Chrome
22"L 19"D 34-44"H
Adjustable – 810202

Tables in coordinating colors are available upon request.

tables

Bring professionalism to the table with our sleek variety of surfaces and tabletops.

Choose from modern glass tops and more.

occasional end & cocktail tables

candy table
White Plastic/Black Laminated Top
18"L 18"D 18"H – 82056

aura round table
White Metal
15" Round 22"H – 820844

edge LED lighted table
White Plastic/Clear Acrylic Top
20"L 20"D 20"H – 82057

occasional end & cocktail tables

silverado

end table
Tempered Glass/Painted Steel
24" Round 22"H – 82015

table
Tempered Glass/Painted Steel
36" Round 17"H – 82014

inspiration

end table
Tempered Glass/Painted Steel
24"L 28"D 22"H – 82023

table
Tempered Glass/Painted Steel
42"L 28"D 18"H – 82022

geo

end table
Glass/Black Steel – 82025
Glass/Chrome – 82035
26"L 26"D 20"H

table
Glass/Black Steel – 82024
Glass/Chrome – 82034
50"L 22"D 16"H

sydney

end table
Black Laminate/Brushed Steel – 82054
White Laminate/Brushed Steel – 82055
27"L 23"D 22"H

table
Black Laminate/Brushed Steel – 82052
White Laminate/Brushed Steel – 82053
48"L 24"D 18"H

conference tables

nova white oval table
White Laminate/Chrome
71"L 35.5"D 29"H – 82060

geo conference table
Glass/Black Steel – 82041
Glass/Chrome – 82051
60"L 36"D 29"H

communal table (maple with grommets)
Laminate/Metal
72"L 26"D 30"H – 82058
72"L 26"D 42"H – 82059

manhattan table
Glass/Black Steel
42" Round 29"H – 82033

communal table (maple)
Laminate/Metal
72"L 26"D 30"H – 82067
72"L 26"D 42"H – 82068

communal table (white)
Laminate/Metal
72"L 26"D 30"H – 82063
72"L 26"D 42"H – 82066

conference tables

42" round white conference table
White Laminate
42" Round – 820708

computer desk / table

work desk
White Laminate
48"L 24"D 30"H – 820706

merlin table
Gray Laminate
46"L 29"D 30"H – 820707

powered

All powered options will have an adapter included with rental.

Additional adapters can be ordered separately.

powered seating

naples chair, powered*

Black Vinyl

36"L 30"D 28"H – 810120

power panel detail

naples loveseat, powered*

Black Vinyl

62"L 30"D 28"H – 830122

power panel detail

naples sofa, powered*

Black Vinyl

87"L 30"D 28"H – 830121

power panel detail

roma chair, powered*

White Vinyl

37"L 31"D 33"H – 81021

power panel detail

roma sofa, powered*

White Vinyl

78"L 31"D 33"H – 83017

power panel detail

*Electrical power must be ordered separately.

powered tables

G30 cocktail table, powered*
White Top
72"L 26"D 18"H – 82070

G30 café table, powered*
White Top
72"L 26"D 30"H – 82071

G30 bar table, powered*
White Top
72"L 26"D 42"H – 82072

powered product pedestals

powered locking pedestal, 36"
Black – 85060
White – 85061
24"L 24"D 36"H

powered locking pedestal, 42"
Black – 85062
White – 85063
24"L 24"D 42"H

power panel detail

adapters

4–way charging adapter*
Black – 850800
White – 850801
36"L

All powered options will have one adapter included per power panel. Additional adapters can be ordered with the rental.

**Electrical power must be ordered separately.*

product display

etagere
Black – 850604
Pewter – 850605
30"L 16"D 70"H

locking door pedestal
Black Laminate
24"L 24"D 42"H – 85078
Powered Option – 85062

lighting

mason table lamp*
White/Brushed Silver
16" Round 26"H – 850707

mason floor lamp*
White/Brushed Silver
18" Round 55"H – 850708

refrigerators

refrigerator*
White
14.0 cubic feet
20"L 30"D 65"H – 8503001

*Electrical power must be ordered separately.

See pages 15 and 16 for all Powered options.

tablet stand

mobile tablet stand

White – 850714
Black – 850715
14"L 13"D 44.5"H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75"x 9.375" but not larger than 8.5"x 12.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.

tablet stand accessories

brochure holder*

Black – 850711
8.625"L 1.1"D 11.325"H

wireless printer holder*

Black – 850712
3.3"L 1.9"D 5.28"H

charging shelf*

Black – 850713
14.85"L 7.17"D 1"H

**To be ordered with the tablet stand.*

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE

NOVEMBER 10, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **FORMULA4MEDIA - RUNNING EVENT -405781 / DECEMBER 2-4, 2015**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						
Naples Group - Black Leather						
	810119	Chair	423.00	465.30	592.20	
	830120	Loveseat	578.00	635.80	809.20	
	830119	Sofa	640.00	704.00	896.00	
Heathrow Group -Black Leather						
	810116	Armless Chair	321.00	353.10	449.40	
	810117	Corner Chair	374.00	411.40	523.60	
	830116	Sofa	552.00	607.20	772.80	
South Beach Group - Platinum Suede						
	8301	Sofa	560.00	616.00	784.00	
	8151	Ottoman	236.00	259.60	330.40	
Key West Group - Black Fabric						
	8307	Loveseat	441.00	485.10	617.40	
	8306	Sofa	501.00	551.10	701.40	
	8103	Tub Chair	350.00	385.00	490.00	
Allegro Group - Blue Fabric						
	81019	Chair	342.00	376.20	478.80	
	83015	Sofa	572.00	629.20	800.80	
Tangiers Group - Beige Fabric						
	810118	Chair	376.00	413.60	526.40	
	830118	Sofa	534.00	587.40	747.60	
Roma Group - White Vinyl						
	81020	Chair	389.00	427.90	544.60	
	83016	Sofa	758.00	833.80	1,061.20	
CASUAL SEATING						
Ottomans						
	815123	Endless Square - Black Leather	276.00	303.60	386.40	
	815122	Endless Square - White Leather	276.00	303.60	386.40	
	815121	Bench - Black Leather	332.00	365.20	464.80	
	815120	Bench - White Leather	332.00	365.20	464.80	
	81513	Half Round - Black Leather	352.00	387.20	492.80	
	81514	Half Round - White Leather	352.00	387.20	492.80	
Cubes						
	81518	Vibe - Blue Vinyl	126.00	138.60	176.40	
	81520	Vibe - Pink Vinyl	126.00	138.60	176.40	
	81519	Vibe - Red Vinyl	126.00	138.60	176.40	
	81517	Vibe - Yellow Vinyl	126.00	138.60	176.40	
	81525	Vibe - OrangeVinyl	126.00	138.60	176.40	
	81511	Leather Cube - White Leather	139.00	152.90	194.60	
	81512	Leather Cube - Black Leather	139.00	152.90	194.60	
	81526	Edge LED Cube - High Density Plastic	103.00	113.30	144.20	

FREEMAN select furnishings

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NAME OF SHOW: **FORMULA4MEDIA - RUNNING EVENT -405781 / DECEMBER 2-4, 2015**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
		CASUAL SEATING				
		Occasional Chairs				
	8102	Madrid Chair - Black Leather	698.00	767.80	977.20	
	810816	Madrid Chair - White Leather	698.00	767.80	977.20	
	810835	Meeting Chair (Espresso)	190.00	209.00	266.00	
	810836	Meeting Chair (Taupe)	248.00	272.80	347.20	
	8101	T-vac Chair - Translucent/Chrome	263.00	289.30	368.20	
	810875	Swanson Chair - White Vinyl	230.00	253.00	322.00	
	810814	ICE Side Chair - Transparent/Chrome	184.00	202.40	257.60	
	810838	Fusion Chair Black/White	130.00	143.00	182.00	
	810846	Christopher Chair - White Vinyl/Chrome	104.00	114.40	145.60	
	810841	Rustique Chair with Arms	110.00	121.00	154.00	
	810837	Razor Armless Chair	52.00	57.20	72.80	
	81090	New York Chair - Onyx/Maple Wood/Chrome	165.00	181.50	231.00	
	81017	Panton Chair - White Plastic	161.00	177.10	225.40	
	810843	Madden Chair - Light Gray Vinyl	390.00	429.00	546.00	
	810847	Wendy Chair - Clear Acrylic	104.00	114.40	145.60	
	810811	Berlin Stack Chair - White & Red Plastic/Chrome	96.00	105.60	134.40	
	810810	Berlin Stack Chair - White & Black Plastic/Chrome	96.00	105.60	134.40	
		Conference Chairs				
	810807	Luxor Executive Chair - Black Leather	372.00	409.20	520.80	
	810874	Labrea Chair - Charcoal Gray Fabric	271.00	298.10	379.40	
	81018	Flex Chair - Black Plastic/Chrome	131.00	144.10	183.40	
	81063	Altura Conference/Guest Chair - Black Fabric/Black Steel	270.00	297.00	378.00	
	810813	Perth Highback Chair - Black Leather/Chrome	386.00	424.60	540.40	
	81073	Altura Junior Executive Chair - Black Fabric	297.00	326.70	415.80	
	810844	Pro Executive Chair - White Vinyl	248.00	272.80	347.20	
		Bars & Bar Stools				
	8501	Martini Bar - Gray metal rounded bar with frosted glass top and chrome legs	1,226.00	1,348.60	1,716.40	
	810872	Lift Hydraulic Barstool - Gray VinylChrome	140.00	154.00	196.00	
	810873	Lift Hydraulic Barstool - Red Vinyl/Chrome	140.00	154.00	196.00	
	810871	Lift Hydraulic Barstool - Black Vinyl/Chrome	140.00	154.00	196.00	
	810870	Lift Hydraulic Barstool - White Vinyl/Chrome	140.00	154.00	196.00	
	810202	Shark Swivel Barstool - White Plastic/Chrome	296.00	325.60	414.40	
	810103	Banana Barstool - White Vinyl/Chrome	166.00	182.60	232.40	
	810104	Banana Barstool - Black Vinyl/Chrome	166.00	182.60	232.40	
	810839	Rustique Barstool - Gunmetal	110.00	121.00	154.00	
	810815	ICE Barstool - Transparent/Chrome	189.00	207.90	264.60	
	810505	Gin Barstool - Maple Wood/Chrome	148.00	162.80	207.20	
	810706	Jetson Barstool - Black Vinyl/Black Steel	230.00	253.00	322.00	
	810200	Oslo Barstool - Blue Plastic/Chrome	210.00	231.00	294.00	
	810201	Oslo Barstool - White Plastic/Chrome	210.00	231.00	294.00	
	810840	Zoey Barstool - White Vinyl/Chrome	266.00	292.60	372.40	
	810834	Zoey Barstool - Black Vinyl/Chrome	266.00	292.60	372.40	

FREEMAN select furnishings

Take advantage of the Online price by ordering at www.freemanco.com/store before NOVEMBER 10, 2015

NAME OF SHOW: **FORMULA4MEDIA - RUNNING EVENT -405781 / DECEMBER 2-4, 2015**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES						
Occasional End & Cocktail Tables						
	820844	Aura Round Table - White Metal	87.00	95.70	121.80	
	82056	Candy Table - White Plastic/Black Laminated	156.00	171.60	218.40	
	82057	Edge LED Lighted Table-White Plastic/Clear Acrylic	103.00	113.30	144.20	
	82015	Silverado End Table - Tempered Glass/Painted Steel	217.00	238.70	303.80	
	82014	Silverado Table - Tempered Glass/Painted Steel	232.00	255.20	324.80	
	82025	Geo End Table - Glass/Black Steel	204.00	224.40	285.60	
	82035	Geo End Table - Glass/Chrome	195.00	214.50	273.00	
	82024	Geo Table - Glass/Black Steel	382.00	420.20	534.80	
	82034	Geo Table - Glass/Chrome	340.00	374.00	476.00	
	82023	Inspiration End Table - Tempered Glass/Painted Steel	262.00	288.20	366.80	
	82022	Inspiration Table - Tempered Glass/Painted Steel	276.00	303.60	386.40	
	82054	Sydney End Table - Black Laminate/Brushed Steel	202.00	222.20	282.80	
	82055	Sydney End Table - White Laminate/Brushed Steel	202.00	222.20	282.80	
	82052	Sydney Table - Black Laminate/Brushed Steel	243.00	267.30	340.20	
	82053	Sydney Table - White Laminate/Brushed Steel	243.00	267.30	340.20	
Conference Tables						
	82060	Nova White Oval Table - White Laminate/Chrome	506.00	556.60	708.40	
	82033	Manhattan Table - Glass/Black Steel	270.00	297.00	378.00	
	82041	Geo Conference Table - Glass/Black Steel	365.00	401.50	511.00	
	82051	Geo Conference Table - Glass/Chrome	365.00	401.50	511.00	
	82058	Communal Table 30"H (Maple with Grommets)	446.00	490.60	624.40	
	82059	Communal Table 42"H (Maple with Grommets)	626.00	688.60	876.40	
	82067	Communal Table 30"H Maple	446.00	490.60	624.40	
	82068	Communal Table 42"H Maple	626.00	688.60	876.40	
	82063	Communal Table 30"H White	446.00	490.60	624.40	
	82066	Communal Table 42"H White	626.00	688.60	876.40	
	820708	42" Round White Conference Table-White Laminate	352.00	387.20	492.80	
Computer Desk/Tables						
	820706	Work Desk - White Powder Coat	303.00	333.30	424.20	
	820707	Merlin Table - Gray Laminate	317.00	348.70	443.80	

FREEMAN select furnishings

Take advantage of the Online price by ordering at www.freemanco.com/store before NOVEMBER 10, 2015

NAME OF SHOW: **FORMULA4MEDIA - RUNNING EVENT -405781 / DECEMBER 2-4, 2015**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
POWERED						
Powered Seating						
	810120	Naples Chair, Powered - Black Vinyl	610.00	671.00	854.00	
	830122	Naples Loveseat, Powered - Black Vinyl	820.00	902.00	1,148.00	
	830121	Naples Sofa, Powered - Black Vinyl	944.00	1,038.40	1,321.60	
	81021	Roma Chair, Powered - White Vinyl	610.00	671.00	854.00	
	83017	Roma Sofa, Powered - White Vinyl	944.00	1,038.40	1,321.60	
Powered Tables						
	82070	G30 Cocktail Table 18" H, Powered - White Top	603.00	663.30	844.20	
	82071	G30 Cafe Table 30" H, Powered - White Top	834.00	917.40	1,167.60	
	82072	G30 Cafe Table 42" H, Powered - White Top	726.00	798.60	1,016.40	
Powered Products Display						
	85060	Powered Locking Pedestal 36" H, Black	446.00	490.60	624.40	
	85061	Powered Locking Pedestal 36" H, White	446.00	490.60	624.40	
	85062	Powered Locking Pedestal 42" H, Black	532.00	585.20	744.80	
	85063	Powered Locking Pedestal 42" H, White	532.00	585.20	744.80	
Adapters						
	850800	Charging Adapters Four - Black	36.00	39.60	50.40	
	850801	Charging Adapters Four - White	36.00	39.60	50.40	
PRODUCT DISPLAYS, TABLET STANDS & MORE						
Product Display						
	850604	Etagere - Black	267.00	293.70	373.80	
	850605	Etagere - Pewter	267.00	293.70	373.80	
	85078	Locking Door Pedestal - Black Laminate	412.00	453.20	576.80	
Refrigerator						
	8503001	Refrigerator - White	694.00	763.40	971.60	
Lighting						
	850707	Mason Table Lamp - White/Brushed Silver	138.00	151.80	193.20	
	850708	Mason Floor Lamp - White/Brushed Silver	206.00	226.60	288.40	
Tablet Stand						
	850714	Mobile Tablet Stand - White	230.00	253.00	322.00	
	850715	Mobile Tablet Stand - Black	230.00	253.00	322.00	
Tablet Stand Accessories						
	850711	Brochure Holder - Black	26.00	28.60	36.40	
	850712	Wireless Printer Holder - Black	26.00	28.60	36.40	
	850713	Charging Shelf - Black	26.00	28.60	36.40	

TOTAL COST

_____ + _____ = _____

Sub-Total 8.25% Tax Total Cost

select furnishings FREEMAN

Take advantage of the Online price by ordering at www.freemanco.com/store before NOVEMBER 10, 2015

carpet

When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers several color options in both Classic and Prestige carpet designed to fit the requirements of your exhibit space.

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- All Classic and Prestige carpets contain recycled content and are recyclable
- Our carpet padding consists of 95-100% recycled urethane foam and is also 100% recyclable according the manufacturers specifications

prestige CARPET

Freeman's Prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colors are available in a luxurious 40-ounce weight and all nine designer colors are available in a 28-ounce weight.

Freeman's Prestige carpet packages include new, 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

custom options

Prestige carpets can also be customized to fit your exhibit needs with unique logos, patterns and borders. Call the phone number on the Quick Facts for assistance.

*black**

cardinal

*charcoal**

cream

*gray pearl**

*navy**

toast

wedgewood

*white**

Color(s) available in both 28 oz. and 40 oz.

Actual color(s) may vary slightly.

classic CARPET

custom cut

Freeman Classic carpet is available in a range of colors and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

standard cut

Our Classic carpet comes in a variety of sizes: 9' x 10', 9' x 20', 9' x 30', 9' x 40' and larger. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.

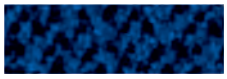
black

blue

gray

green

latte


midnight blue

plum

red

red pepper

tuxedo

Actual color(s) may vary slightly.

questions?

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, visit us at www.freemanco.com.

FREEMAN

3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
NOVEMBER 10, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **FORMULA4MEDIA - RUNNING EVENT -405781 / DECEMBER 2-4, 2015**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(210) 554-2021** to speak with one of our experts.

- **Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability. Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.**
- All Classic and Prestige carpets contain recycled content and are recyclable.

For fast, easy ordering, go to www.freemanco.com/store

PRESTIGE CARPET - *includes plastic covering, delivery, material handling, installation and removal*

- **Guaranteed new, high quality carpet available in a variety of designer colors.**

CHOOSE YOUR CARPET COLOR - *40 oz. Carpet:*

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 4.40	$ 4.85	$ 6.15	
Over 700 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 4.05	$ 4.45	$ 5.65	

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

☐ Black ☐ Cardinal ☐ Charcoal ☐ Cream ☐ Gray Pearl ☐ Navy ☐ Toast ☐ Wedgewood ☐ White

28 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 3.75	$ 4.15	$ 5.25	
Over 700 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 3.15	$ 3.45	$ 4.40	

CUSTOM CUT CLASSIC CARPET - *includes plastic covering, delivery, material handling, installation and removal*

- **Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of standard colors.**

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

16 oz. Carpet Rental - Price per square foot (100 sq. ft. minimum)		Online Price	Discount Price	Standard Price	Total
Per sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 2.85	$ 3.15	$ 4.00	

CLASSIC CARPET - *includes delivery, material handling, installation and removal*

- **Our 16 oz. Classic Carpeting is available in a variety of standard colors in the following standard sizes.**

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
____	9' x 10' Classic Carpet	$ 144.00	$ 158.40	$ 201.60	
____	9' x 20' Classic Carpet	$ 288.00	$ 316.80	$ 403.20	
____	9' x 30' Classic Carpet	$ 432.00	$ 475.20	$ 604.80	
____	9' x 40' Classic Carpet	$ 575.00	$ 632.50	$ 805.00	

CARPET PADDING AND PLASTIC COVERING - *includes delivery, material handling, installation and removal*

Qty	Description	Online Price	Discount Price	Standard Price	Total
____	9' x 10' Carpet Padding	$ 90.00	$ 99.00	$ 126.00	
____	9' x 20' Carpet Padding	$ 180.00	$ 198.00	$ 252.00	
____	9' x 30' Carpet Padding	$ 270.00	$ 297.00	$ 378.00	
____	9' x 40' Carpet Padding	$ 360.00	$ 396.00	$ 504.00	
____	Carpet Padding - 1/2" (90 - 700 sq. ft.) (price per sq. ft.)	$ 1.00	$ 1.10	$ 1.40	
____	Carpet Padding -1/2" (Over 700 sq. ft.)(price per sq. ft.)	$ .90	$ 1.00	$ 1.25	
____	Plastic Covering (price per sq. ft.).....	$ .85	$ .95	$ 1.20	

Our carpet padding consists of 95 -100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

****All utility lines must be installed before carpet installation. Utilities should be ordered in advance.****

TOTAL COST

Sub- Total	+	8.25% Tax	=	Total Cost

FREEMAN carpet

Take advantage of the Online price by ordering at www.freemanco.com/store before NOVEMBER 10, 2015

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **FORMULA4MEDIA - RUNNING EVENT -405781 / DECEMBER 2-4, 2015**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

CLEANING SERVICES

- Prices are based on total square footage of booth regardless of area to be cleaned.
- 100 sq. ft. minimum.
- Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service.
- **Show Site Prices will apply to all cleaning orders placed at show site.**

VACUUMING *(per sq. ft. - 100 sq. ft. minimum)*

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total

- Includes emptying of your booth's wastebasket(s) at the time of vacuuming.

_____	610100	Booth Vacuuming - One Time	.46	.65	_____
_____	610200	Booth Vacuuming - 2 Days	.80	1.10	_____
_____	610300	Booth Vacuuming - 3 Days	1.20	1.70	_____
_____	610400	Booth Vacuuming - 4 Days	N/A	N/A	_____

SHAMPOOING *(per sq ft - 100 sq ft minimum)*

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time	1.00	1.40	_____
_____	630200	Shampoo Carpet - 2 Days	N/A	N/A	_____
_____	630300	Shampoo Carpet - 3 Days	N/A	N/A	_____

PORTER SERVICE *(per day)*

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total

- Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.

_____	620500	Exhibit Area / Under 500 sq.ft.	74.00	103.60	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	85.00	119.00	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	97.00	135.80	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....			Call for Quote

TOTAL COST

_____ (Sub-Total) + _____ (8.25 %Tax) = _____ (Total Cost)

FREEMAN cleaning

RENTAL exhibits

Package 1

Package 1 upgraded with graphics and cabinet

Package 2

Package 2 upgraded with graphics and cabinet

Questions? All packages can be customized or modified, depending on your specific requirements.
To speak with an Exhibitor Sales specialist, or for custom components, call the number listed on Quick Facts.
For fast, easy ordering, go to www.freemanco.com

FREEMAN

Package 3

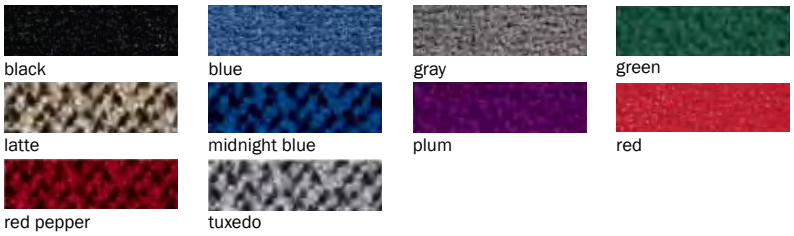
Package 3 upgraded with graphics and cabinet

Package 4

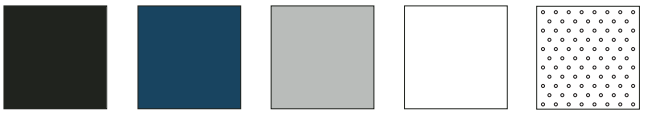
Package 4 upgraded with graphics and cabinet

* All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

Color Options - Classic Carpet



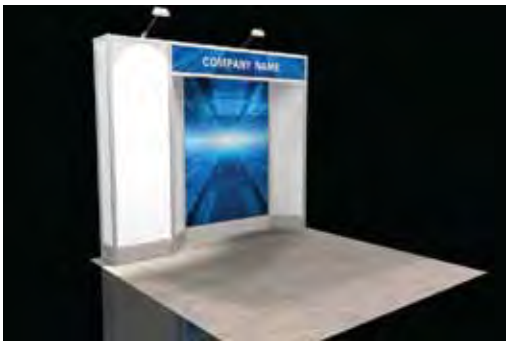
Color Options - Fabric and Hardwall Panels



Upgrades available for under $500

Slatwall & Shelves

Black Metal



Graphics & Custom Logo

Package 5

Package 5 upgraded with graphics and cabinet

Package 6

Package 6 upgraded with graphics and cabinet

Upgraded Color Options - Prestige Carpet

black*
cardinal
charcoal*
cream
gray pearl*
navy*
toast
wedgewood
white*

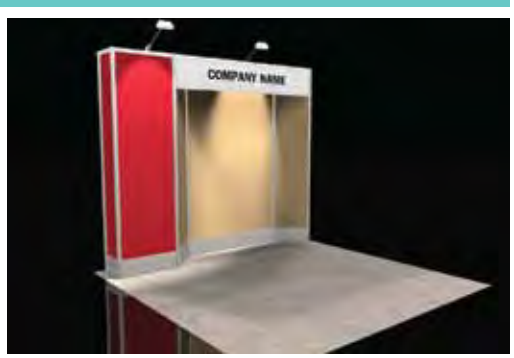
Colors available in both 28 oz. and 40 oz.

Questions?

All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For additional custom examples visit the link below.

To view additional custom designs

Cabinets & Counters



Colored Panels

www.freemanco.com/customexhibits

F R E E M A N
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE DEADLINE DATE

NOVEMBER 10, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **FORMULA4MEDIA - RUNNING EVENT -405781 / DECEMBER 2-4, 2015**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call **(210) 554-2021** to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

All Exhibits Include: installation & dismantle of exhibit, material handling of exhibit, 9' x 10' or 9' x 20' classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	
Package 1	☐ **10' x 10'**	1,936.50	2,711.10	☐ **10' x 20'**	3,787.00	5,301.80	_____
Package 2	☐ **10' x 10'**	1,320.00	1,848.00	☐ **10' x 20'**	2,503.00	3,504.20	_____
Package 3	☐ **10' x 10'**	1,924.00	2,693.60	☐ **10' x 20'**	3,711.00	5,195.40	_____
Package 4	☐ **10' x 10'**	1,663.00	2,328.20	☐ **10' x 20'**	3,189.00	4,464.60	_____
Package 5	☐ **10' x 10'**	1,812.00	2,536.80	☐ **10' x 20'**	3,490.00	4,886.00	_____
Package 6	☐ **10' x 10'**	1,889.00	2,644.60	☐ **10' x 20'**	3,676.00	5,146.40	_____

CHOOSE YOUR PANEL

☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White Hardwall ☐ White Perfboard

CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colors are available:

Check color choice

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte

☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

You may want to add padding or upgrade your carpet to one of our 15 designer colors in our PRESTIGE carpet line. Now available in **28 oz.** and **40 oz.** weight. Refer to our enclosed Carpet order form for color selections and pricing.

Our carpet padding consists of 95 - 100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recyclable content.

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit).

Note: Power and labor to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 Watts.

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

Indicate which color lettering you would like. We have a wide variety of standard colors available:

☐ Black ☐ Blue ☐ Brown ☐ Burgundy ☐ PMS Color _____

☐ Red ☐ Teal ☐ White ☐ Dark Green ☐ Font Type _____

*Unless font type is indicated, Helvetica will be used.

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

Enhance your exhibit and have an Exhibitor Sales Specialist contact you for pricing by checking any of the following boxes:

☐ Slatwall & Shelves ☐ Cabinets & Counters ☐ Specialty Colored Metal ☐ Recyclable Graphics

☐ Colored Panels ☐ Creating a Custom Exhibit ☐ Graphics & Custom Logo ☐ White Eco-Board

The product offered has recyclable content or has eco-friendly attributes and is 100% recyclable according to manufacturer's specifications.

TOTAL COST

_____ + _____ = _____

Sub-Total 8.25 % Tax Total Cost

FREEMAN rental exhibits

FREEMAN

3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
NOVEMBER 10, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **FORMULA4MEDIA - RUNNING EVENT -405781 / DECEMBER 2-4, 2015**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (210) 554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

TABLE TOP UNIT

Rental Units Include:
Draped Table (select color below)
Classic Carpet 9' X 10 '(select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-200 Watt Halogen Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:
1-Case
One Time Installation & Dismantle

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:
☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver
***Other Colors Also Available for Purchase Units**
9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Table Drape:
☐ Black ☐ Blue ☐ Brown ☐ Dark Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

RENTAL

Size	DiscountPrice	Standard Price	QTY	TOTAL
40"H x 6'W	901.00	1,261.40		
40"H x 8'W	1,046.00	1,464.40		

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6'W	1,095.00	1,533.00		
40"H x 8'W	1,239.00	1,734.60		

*Shipping Not Included

FLOOR UNIT

Rental Units Include:
Classic Carpet 9' X 10' (select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-Podium - 8'H X 10'W unit only
2-200 Watt Halogen Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:
2-Cases
One Time Installation & Dismantle
1-Podium - 8'H X 10'W unit only

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:
☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver
***Other Colors Also Available for Purchase Units**
9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	1,466.00	2,052.40		
8'H x 10'W	1,745.00	2,443.00		

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	2,485.00	3,479.00		
8'H x 10'W	2,921.00	4,089.40		

*Shipping Not Included

• All Classic carpet contain recycled content and are recyclable.

CUSTOM GRAPHIC / PHOTO PANELS

☐ Our custom graphic panels can dramatically enhance your exhibit's appearance.
Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES

Part #	Description	RENTAL Qty	RENTAL Discount Price	RENTAL Standard Price	RENTAL Total	PURCHASE Qty	PURCHASE Discount Price	PURCHASE Standard Price	PURCHASE Total
1715800	2-200 Watt Halogen Light Kit		168.00	235.20			249.00	348.60	
1715801	1-200 Watt Halogen Light Kit		86.00	120.40			181.00	253.40	
1715802	Straight Shelf		64.00	89.60			124.00	173.60	
1715803	Angled Shelf		64.00	89.60			124.00	173.60	

QUICK TIPS

* If shipping literature or products, material handling rates will apply.
* Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the Standard Price.**

PURCHASE UNITS TOTAL COST				
_____ Sub-Total	+	_____ 8.25% Tax	=	_____ Total Cost

RENTAL UNITS TOTAL COST				
_____ Sub-Total	+	_____ 8.25% Tax	=	_____ Total Cost

01/14
(405781) 6369

FREEMAN totalflex

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
NOVEMBER 10, 2015

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **FORMULA4MEDIA - RUNNING EVENT -405781 / DECEMBER 2-4, 2015**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

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For fast, easy ordering, go to www.freemanco.com/store

GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file.
Please see artwork guidelines for electronic files on page 2 of this form.
Note: All graphics are subject to a 100% Cancellation Charge.

DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high-resolution digital printing virtually any size for banners, signage, exhibit graphics and more.

_____ **L X** _____ **W =** _____ **sq.ft.**

sq. ft. _____ **x** **$ 20.00** **per sq. ft. discount price** **or** **$ 30.00** **per sq. ft. standard price** **= $** _____

- **Minimum order per graphic 9 sq. ft. (1296 sq. in.)**
- **Double sq. ft. for double-sided graphics**
- **Round sq. ft. to next whole increment**
- **File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)**

LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

- ☐ Foamcore
- ☐ PVC
- ☐ Gatorfoam
- ☐ Ultra-Board
- ☐ Masonite
- ☐ Plexi
- ☐ Eco-Board
- ☐ Other

The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.

Vertical ☐ Horizontal ☐ Use Your Judgment For Sign Layout ☐

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:	QTY.		Discount Price	Standard Price		TOTAL
7" x 11"	_____	@	42.00	63.00	=	_____
7" x 22"	_____	@	48.00	72.00	=	_____
7" x 44"	_____	@	51.00	76.50	=	_____
9" x 44"	_____	@	65.00	97.50	=	_____
11" x 14"	_____	@	57.00	85.50	=	_____
14" x 22"	_____	@	62.00	93.00	=	_____
14" x 44"	_____	@	71.00	106.50	=	_____
22" x 28"	_____	@	106.00	159.00	=	_____
28" x 44"	_____	@	157.00	235.50	=	_____
20" x 60" (white only)	_____	@	191.00	286.50	=	_____

Note: File conversion, retouching, cloning or color may incur additional labor charges. (See reverse side for graphic guidelines.)

INDICATE YOUR SIGN COPY HERE:

* Please feel free to attach additional sign copy on separate page.

Vertical ☐ Horizontal ☐ Use Your Judgment For Sign Layout ☐

Background Color: _____

Lettering Color: _____

TOTAL COST

_____ (Sub-Total) + _____ (8.25 % Tax) = _____ (Total Cost)

FREEMAN graphics

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our goal is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer or art department. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):

- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

VECTOR ART:

- Logos should be vector and have outlined fonts(if provided as bitmap, please use high-res images)

FONTS and LINKS

- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

COLOR

- If PMS color matching is required, please use original Pantone + Solid Coated swatches in your artwork. Modifying Pantone names will result in printing default color (CMYK)
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC file information used to print your samples. Best option would be to include ICC chart on your prints.

ARTWORK IN THE STRUCTURE

- Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop

Always provide the following:

- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

- AI CLOUD (CC) file with Packaged supporting links and fonts. You may keep images linked but Packaging feature must be used.
- AI (CS6, CS5, CS4...) file with embedded links and outlined fonts
- EPS file with embedded links and outlined fonts
- INDD file with Packaged supporting links and fonts

PRINT FILES:

- High-res PDF-X/4 (preferred)
- AI with PDF content (choose this option when saving file)
- EPS files with embedded links and outlined fonts

RASTER OR BITMAP ART:

- Photoshop EPS (preferred, use 8-bit preview, Max, Quality JPG compression)
- PSD (make sure font layers are rasterized)
- TIFF, JPG (quality 8 and higher)

Mac users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts)

WAYS TO SEND ARTWORK

- Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (210) 554-2021 for assistance.

FREEMAN
3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
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INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **FORMULA4MEDIA - RUNNING EVENT -405781 / DECEMBER 2-4, 2015**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call **(210) 554-2021** to speak with one of our experts.

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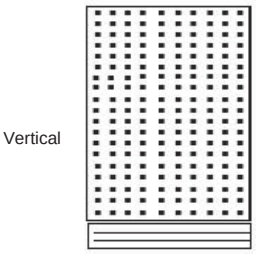
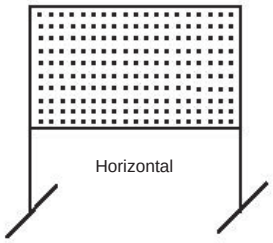
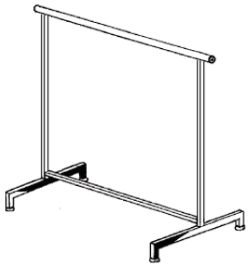
ACCESSORIES

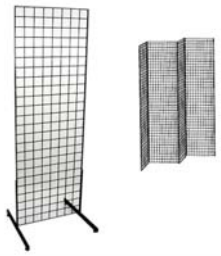


PERFBOARD SINGLE SIDED



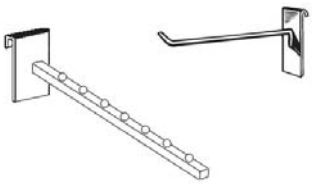
PERFBOARD SINGLE SIDED


CHROME GARMENT RACK


2' x 8' GRID PANELS

2 WAY STRAIGHT ARM

4 WAY SLANT ARM


GRID ACCESSORIES

PERFBOARD HOOKS AND ACCESORIES

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total

PERFBOARDS / BULLETIN BOARDS

____	10201480	4' x 8' Single Side-Horz.....	143.05	157.35	200.25	_____

GRIDS

____	103028	Chrome Grid.....	179.35	197.30	251.10	_____
____	103010	Black Grid.....	179.35	197.30	251.10	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total

ACCESSORIES

____	10405	Garment Rack.....	90.00	99.00	126.00	_____
____	10404	4-way Slant Arm.....	150.00	165.00	210.00	_____

TOTAL COST

_____ + _____ = _____

Sub-Total | 8.25 % Tax | Total Cost

FREEMAN accessories

FREEMAN

3323 I H 35 North, Ste 120
San Antonio, TX 78219
(210) 554-2021 Fax: (469) 621-5611
FreemanSanAntonioES@freemanco.com

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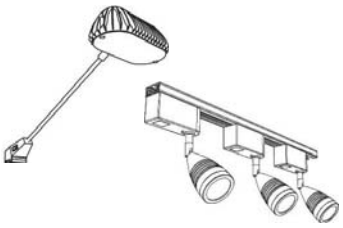
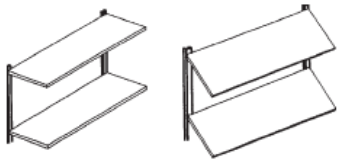
ACCESSORIES FOR RENTAL UNITS

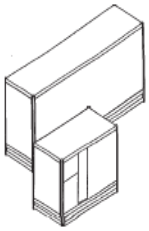
LIGHTS (use only on rentals)



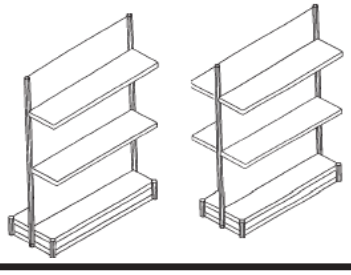
SHELVES (use only on rentals)



CABINETS

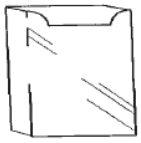


GONDOLAS



RADIUS CABINET (does not have doors)

LITERATURE POCKETS



LIGHT FIXTURES
(electrical service & labor to install lights not included)

Qty	Part #	Description	Discount Price	Standard Price	Total
___	172512	Arm Light	64.00	89.60	
___	172514	4' Tracklight (3 lights)	259.00	362.60	
___	17252	Halogen Light	N/A	N/A	

CABINETS & LOCKS

Cabinets
☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White PVC

Qty	Part #	Description	Discount Price	Standard Price	Total
___	17305	1M x ½M x 36" High.....	483.00	676.20	
___	17306	1M x ½M x 42" High.....	483.00	676.20	
___	17308	2M x ½M x 36" High.....	585.00	819.00	
___	17309	2M x ½M x 42" High.....	585.00	819.00	
___	173010	1M Radius x ½M x 36" High.	623.00	872.20	
___	173011	1M Radius x ½M x 42" High..	623.00	872.20	
		(Radius Cabinets do not have doors)			
___	17301	Cabinet Lock	8.00	11.20	
		Inside Shelves Available ..... Quoted on Request			

GONDOLAS

Gondolas
☐ Blue Fabric ☐ Gray Fabric ☐ Perfboard ☐ White PVC

Qty	Part #	Description	Discount Price	Standard Price	Total
___	174541	Single Sided 1M x 4' High...	402.00	562.80	
___	174542	Double Sided 1M x 4' High..	535.00	749.00	
___	174581	Single Sided 1M x 8' High...	402.00	562.80	
___	174582	Double Sided 1M x 8' High..	535.00	749.00	

SHELVES

Qty	Part #	Description	Discount Price	Standard Price	Total
___	17201	1M Straight (37" x12")	66.00	92.40	
___	17206	1M Angled (37" x 12")	77.00	107.80	

LITERATURE POCKETS

Qty	Part #	Description	Discount Price	Standard Price	Total
___	174015	For 8½ x 11 Literature	28.00	39.20	

TOTAL COST

_____ Sub-Total + _____ 8.25% Tax = _____ Total Cost

Don't see what you need?
Please call an Exhibitor Sales Specialist at (210) 554-2021.

05/10 (405781)

**** Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.***

FREEMAN exhibit accessories

SAN ANTONIO, AUSTIN & SOUTH TEXAS AREA

FREEMAN labor jurisdictions

To assist you in planning your show, we would like to provide you with the following information regarding your labor jurisdictions.

LABOR SERVICE

FREEMAN has exclusive labor to assist with your Installation and Dismantling needs as well as Freight Services. Full time employees with Exhibiting Companies may set their own booths without assistance from our labor.

MATERIAL HANDLING

FREEMAN is the exclusive provider of freight services. Full time employees of exhibiting companies may move their own materials to their booth space with 2 wheel dollies ONLY. Vehicles being unloaded must be owned or leased and operated by a full time employee of the exhibiting company. No pallet jacks nor motorized forklifts can be operated by anyone other than the Official Freight Service Company. Hotel Bellmen, Porters, Taxi Drivers, Day Laborers, etc. are not allowed on the show floor and cannot move any materials to and from the exhibitor's booth. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. Exhibitors wishing to move their own materials in or out of the show will be provided a space in the dock area to load or unload their vehicles on a first come basis.

PLEASE NOTE:

- Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.

- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing complaints directly to craft personnel.

- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.

F R E E M A N
3323 IH 35 North, Ste 120
San Antonio, Texas 78219
Ph: 210/554-2021 • Fax 469/621-5611
FreemanSanAntonioES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **FORMULA4MEDIA - RUNNING EVENT -405781 / DECEMBER 2-4, 2015**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 210-554-2021 to speak with one of our experts.

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DISPLAY LABOR (One Hour Minimum per Worker)

	Description	Advance Price	Show Site Price
Straight Time-	8:00 A.M. to 5:00 P.M. Monday through Friday	$ 81.00	$ 113.50
Overtime-	6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday ALL DAY SATURDAY, SUNDAY & HOLIDAYS	$ 121.50	$ 170.00

- Show Site prices will apply to all labor orders placed at show site.
- Price is per person/per hour.
- Start time guaranteed only at start of working day and at the close of the show.
- One hour minimum per man - labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pickup labor.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

INSTALLATION LABOR

☐ **Freeman Supervised Labor -** Please complete the reverse side of this form.
- Installation of your exhibit will be completed at our discretion prior to show opening
- The charge for this service is 30% of the total installation labor bill, with a minimum of $45.00

Emergency contact:_____ Phone Number: _____

☐ **Exhibitor Supervised Labor**

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People		Approx. Hrs. per Person		Total Hrs.		Hourly Rate		Estimated Total Cost
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____

Freeman Supervision (30%/$45.00) = $_____

Tax = $ **(N/A)**

Total Installation = $_____

DISMANTLE LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**
- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of $45.00

Emergency contact:_____ Phone Number: _____

☐ **Exhibitor Supervised Labor**

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People		Approx. Hrs. per Person		Total Hrs.		Hourly Rate		Estimated Total Cost
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____
_____	_____	_____	x	_____	=	_____	@ $	_____	= $	_____

Freeman Supervision (30%/$45.00) = $_____

Tax = $ **(N/A)**

Total Dismantle = $_____

FREEMAN installation & dismantle

NAME OF SHOW: **FORMULA4MEDIA - RUNNING EVENT -405781 / DECEMBER 2-4, 2015**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 210-554-2021 to speak with one of our experts.

FREEMAN SUPERVISED LABOR

IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING & SET UP INFORMATION

PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

Freight will be shipped to: Warehouse _____ Show Site _____ Date Shipped _____ Carrier: _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____

Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____

Electrical Placement/Order: Drawing Attached (required) _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

_____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

_____

Special Tools/Hardware/Equipment Required: _____

_____

OUTBOUND SHIPPING INFORMATION

PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

SHIP TO: _____

_____

_____

_____

METHOD OF SHIPMENT

☐ **Freeman Exhibit Transportation:**

- ☐ Common Carrier
- ☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred ☐ Expedited

☐ **Other (list carrier name & phone number):**

- ☐ Other Common Carrier: _____
- ☐ Other Air Freight: _____
- ☐ Van Line: _____

FREIGHT CHARGES

- ☐ Prepaid ☐ Collect

Bill To: _____

_____

_____

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

☐ **Reroute via Freeman's choice**

☐ **Deliver back to Freeman warehouse at Exhibitor's expense.**

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.

FREEMAN installation & dismantle

FREEMAN
3323 IH 35 North, Ste 120
San Antonio, Texas 78219
Ph: 210/554-2021 • Fax 469/621-5611
FreemanSanAntonioES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **FORMULA4MEDIA - RUNNING EVENT -405781 / DECEMBER 2-4, 2015**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 210-554-2021 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

FORKLIFT / RIGGING EQUIPMENT AND LABOR

Straight Time: 8:00 A.M. to 5:00 P.M. Monday through Friday

Overtime: 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday
ALL DAY SATURDAY, SUNDAY & HOLIDAYS

- Show site prices will apply to all labor orders placed at show site
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pickup labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST	$ 120.00	$168.00
304051	Forklift w/operator - up to 5,000 lbs - OT	161.00	225.50
3040100	Forklift w/operator - up to 10,000 lbs - ST	131.00	183.50
3040101	Forklift w/operator - up to 10,000 lbs - OT	172.00	241.00
3040150	Forklift w/operator - up to 15,000 lbs - ST	139.00	194.50
3040151	Forklift w/operator - up to 15,000 lbs - OT	180.00	252.00
3140300	Forklift w/operator - up to 30,000 lbs - ST	161.00	225.50
3140301	Forklift w/operator - up to 30,000 lbs - OT	202.00	283.00
3090600	Man Cage for Forklift	46.00	
3090700	Boom for Forklift	46.00	
RIGGING LABOR			
3020200	Rigger Foreman - ST	$ 83.00	$ 116.25
3020201	Rigger Foreman - OT	124.50	174.25
3020100	Rigger - ST	82.00	115.00
3020101	Rigger - OT	123.00	172.25
MOBILE UNIT SPOTTING FEE			
257024	Mobile Unit Spotting Fee (Each Way)	$ 71.00	

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____

Sub-Total	
Tax8.25%	**N/A**
Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____

Sub-Total	
Tax8.25%	**N/A**
Total	

PLEASE INDICATE WORK TO BE PERFORMED

☐ **UNCRATED** ☐ **UNSKIDDING** ☐ **RE-SKIDDING** ☐ **HEADER/BOOTH WORK** ☐ **OTHER**

Rigging must be canceled, in writing, 24 hours in dvance to avoid a one (1) hour cancellation fee per crew.

FREEMAN forklift / rigging labor

PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Freeman and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

• THE METHOD OF PAYMENT FORM IS SIGNED; OR
• AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN; OR
• WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY FREEMAN.

DEFINITIONS
For purposes of this Contract, Freeman means Freeman Expositions, Inc. and its respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Freeman may appoint. The term "Exhibitor" means the Exhibitor, its employees, agents, or representatives.

PAYMENT TERMS
Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitor's, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction, and shall be resolved on its own merits. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account.

ELECTRICAL
Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL Freeman BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

LABOR UNDER THE SUPERVISION OF EXHIBITOR
RESPONSIBILITIES:
Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION:
Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of or occasioned by the acts or omissions of Exhibitor. The Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, Show or Event Regulations and/or Rules as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT
PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.

MATERIAL HANDLING

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met**:** This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman.

1. DEFINITIONS. For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and custom purposes. The term "Exhibitor" means the Exhibitor, its employees, agents, and representatives.

2. **PACKAGING/CRATES AND STORAGE.** Freeman shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**

3. **EMPTY CONTAINERS**. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. **FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.**

4. **INBOUND/OUTBOUND SHIPMENTS.** There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. **FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT**. Freeman recommends the securing of security services from Facility or Show Management. All MHA's submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup. Freeman is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.

5. **DELIVERY TO THE CARRIER FOR RELOADING**. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

6. **DESIGNATED CARRIERS**. Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. **IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.**

7. **FORCE MAJEURE.** Freeman's performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman's reasonable control, nor for ordinary wear and tear in the handling of Exhibitor's materials.

8. **CLAIM(S) FOR LOSS**. Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than ***thirty (30) business days*** after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from Freeman's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman ***more than one (1) year*** after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due Freeman for its services as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.

b. **MAXIMUM RECOVERY.** If found liable for any loss, Freeman's sole and exclusive **maximum** liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to $.50 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is a less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. **LIMITATION OF LIABILITY.** IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

9. **DECLARED VALUE**. Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of Freeman's maximum liability stated herein. Freeman will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

10. **JURISDICTION / VENUE.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICITON IN DALLAS COUNTY, TEXAS.

11. **INDEMNIFICATION**. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

12. **LIEN**. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

13. **WAIVER & RELEASE**. Exhibitor, as a material part of the consideration to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract.

14. **DRIVER LIABILITY WAIVER**. IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

REV 11/13

AIR CARGO

FREEMAN TERMS & CONDITIONS

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this shipment is subject to the TERMS stated herein All TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

1. DEFINITIONS: In this Contract, "Freeman" means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contact shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities.

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.
(b) Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.
(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.
(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.
(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: FREEMAN'S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF $50.00 (USD) PER SHIPMENT OR $.50 (USD) PER POUND ($1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL FREEMAN'S LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO $9.07 PER POUND ($20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR $9.07 PER POUND ($20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of $500.00 (USD):
(a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
(b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
(c) personal effects;
(d) and other inherently fragile or unique items, including prototypes, etc.
Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:
(a) whenever or wherever the claimed loss or damage may occur;
(b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
(c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.
Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:
(a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.
(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys" fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES [INCLUDING ADOPTED INTERNATIONAL CONVENTIONS] AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE"S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

GRENEKER
MANNEQUINS

THE RUNNING EVENT

Mannequin & Form Rental
Limited quantities, early ordering suggested.
* **Oct. 1 - 31, 2015** Early bird pricing effective .
** **Nov. 1 - 13, 2015** Standard pricing effective.

FIT - F1 (SIZE-M)
* $150.00
** $180.00

FIT2 - F1 (SIZE-S)
* $150.00
** $180.00

FIT2 - F2 (SIZE-S)
* $150.00
** $180.00

FIT2 - M1 (SIZE-M)
* $150.00
** $180.00

FIT2 - M1A (SIZE-M)
* $150.00
** $180.00

FIT2 - M2 (SIZE-M)
* $150.00
** $180.00

RUN - F1 (SIZE-S)
* $150.00
** $180.00

RUN - M1 (SIZE-M)
* $150.00
** $180.00

FIT - F1AT (SIZE-M)
* $120.00
** $135.00

FIT - M3TB (SIZE-M/L)
* $120.00
** $135.00

FIT - F1SCT
* $96.00
** $108.00

FIT - M3SCT
* $96.00
** $108.00

Note: All Mannequin & Forms painted WHITE / Satin Nickel Bases on Mannequins & Torsos

GRENEKER
MANNEQUINS

THE RUNNING EVENT

Mannequin & Form Rental
Limited quantities, early ordering suggested.
* **Oct. 1 - 31, 2015** Early bird pricing effective .
** **Nov. 1 - 13, 2015** Standard pricing effective.

FBM
*$45.00
**$51.00
No Base

FCP-1
* $45.00
** $51.00
No Base

CDHIS
*$45.00
**$51.00
No Base

FEMALE CREW SOCK
*$12.00
**$15.00

MENS CREW SOCK
* $12.00
** $15.00

Note: All Mannequin & Forms painted WHITE / Satin Nickel Base on All Sock Forms

Mannequin Order Form

Customer Information

Company:

Address:

City:

State: Zip:

Phone: ( ) —

Email:

Onsite Contact:

All items will be delivered to your booth on 11/30/15

BOOTH#_____

Purchasing Information

Part Number	Quantity	Cost
	Subtotal	
	Total	

Billing Information

Name:

Address:

City:

State: Zip:

Phone: ( ) —

Email:

Only MasterCard / Visa accepted

☐ MasterCard ☐ VISA

Method Of Payment

Card# | | | | | | | | | | | | | | | |

Exp. Date | | | | |

Security Code | | |

Contact David Naranjo for questions <narad@greneker.com>
Scan order form and send to the email address above

National Plant & Floral, Inc.

AUSTIN, TX

Name of Show: _____

Dates: _____

Location: _____

CUSTOM DESIGNED ARRANGEMENTS	DESCRIPTION / COLOR	UNIT PRICE	QUANTITY	TOTAL
SPRING FLORAL ARRANGEMENT		65.00		
TROPICAL FLORAL ARRANGEMENT		75.00		
FLORAL ARRANGEMENT HEIGHT: WIDTH:		100.00 or 175.00		
FLORAL ARRANGEMENT HEIGHT: WIDTH:				
TROPICAL PLANT AND BLOOMING FOLIAGE				
MUM PLANTS: Yellow ____ White ____ Lavender ____		30.00		
AZALEAS: Pink _____ Red _____		35.00		
BROMELIAD		35.00		
SMALL Ivy _____ Pothos _____		30.00		
LARGE BOSTON FERN		40.00		
3 FOOT TROPICAL PLANT		49.50		
4 FOOT TROPICAL PLANT		59.50		
5 FOOT TROPICAL PLANT		69.50		
CUSTOM TROPICAL PLANTS				
5 FOOT TROPICAL / TOP DRESSED - SMALL IVY AND BLOOMING		125.00		
6 FOOT FICUS TREE / TOP DRESSED - SMALL IVY AND BLOOMING		169.50		
6 FOOT PALM / TOP DRESSED - SMALL IVY AND BLOOMING		169.50		
8 FOOT - 16 FOOT TROPICAL PLANT		Price on Request		

CONTAINERS:

☐ WHITE ☐ BLACK

SUB-TOTAL

DELIVERY, PICK UP & MAINTENANCE 10%

GRAND TOTAL

ALL LIVE GREEN MATERIAL ON RENTAL BASIS ONLY.

ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE CLOSE OF THE SHOW.

We accept Checks, VISA, MasterCard, and American Express.

Have National Plant & Floral's Designer call our booth on the following Date/Time: _____

PAYMENT: ❑ **VISA** ❑ **MASTERCARD** ❑ **AMEX** ❑ **CHECK**

CREDIT CARD #: _____

EXP DATE: _____ SECURITY CODE: _____

CARDHOLDER NAME: _____

AUTHORIZED SIGNATURE: _____

CREDIT CARD BILLING ADDRESS: _____

_____

CITY: _____

STATE: _____ ZIP CODE # _____

COMPANY NAME: _____

BOOTH CONTACT: _____

PHONE#: (_____) _____

EMAIL: _____

❑ **EMAIL CONFIRMATION COPY** ❑ **EMAIL STATEMENT COPY**

Please Remit to:
1001 E. SUNSET # 95814 • LAS VEGAS, NV 89193
(702) 956-8011 • FAX (702) 956-8021
exhibitorservice@nationalplantfloral.com

Booth # _____

FREEMAN

Proud to Serve as Your Official Audio Visual Provider

The Running Event
December 2 - 4, 2015
Austin CC | Austin, TX

THE RUNNING EVENT

Order By: November 10, 2015 to Receive Early Order Pricing!

Exhibiting Company Name:	**Booth #:**

Packages	QTY.	Early Order	Show Rate	Total
Apple iPad with Floor Stand - Choose Color of Stand: Black -or- White		$295.00	$383.50	
32" Flat Panel Display - 1080P, with Dual Post Stand and External USB Media Player		$720.00	$936.00	
42" Flat Panel Display - 1080P, with Dual Post Stand and External USB Media Player		$870.00	$1,131.00	
46" Flat Panel Display - 1080P, with Dual Post Stand and External USB Media Player		$1,035.00	$1,345.50	
55" Flat Panel Display - 1080P, with Dual Post Stand and External USB Media Player		$1,445.00	$1,878.50	

Flat Panel Displays	QTY.	Early Order	Show Rate	Total
24" Flat Screen - 1080P, with Dell Sound Bar & Wall Mount Bracket		$290.00	$377.00	
32" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		$475.00	$617.50	
42" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		$625.00	$812.50	
46" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		$790.00	$1,027.00	
55" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		$1,200.00	$1,560.00	
60" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		$1,400.00	$1,820.00	
70" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		$1,800.00	$2,340.00	
80" Flat Screen - 1080P, with Internal Speakers & Wall Mount Bracket		$2,800.00	$3,640.00	
Please call for pricing on Flat Screens 90" and larger, LED & LCD Video Wall Options		*Please call for pricing!*		
Mounting Bracket - (32"- 80" Flat Screen) *Only required if providing your own Flat Screen		$150.00	$195.00	
Single Post Stand - (up to 24" Flat Screen; Mounting Bracket Required - Charges May Apply)		$150.00	$195.00	
Dual Post Stand - (32"- 80" Flat Screen; Mounting Bracket Required - Charges May Apply)		$225.00	$292.50	

Touchscreen Displays	QTY.	Early Order	Show Rate	Total
32" Touchscreen, with Wall Mount Bracket		$800.00	$1,040.00	
46" Touchscreen, with Wall Mount Bracket		$1,300.00	$1,690.00	
Please call for pricing on Touchscreens 65" and larger		*Please call for pricing!*		

Computing	QTY.	Early Order	Show Rate	Total
Desktop Computer with Monitor (3.2 GHz or faster)		$275.00	$357.50	
Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)		$325.00	$422.50	
Apple iPad		$175.00	$227.50	
iPad Floor Stand - Choose Color: Black -or- White		$150.00	$195.00	
Apple 21.5" iMac (Intel Core 2 Duo/3.06 GHz)		$300.00	$390.00	
Apple 15" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		$450.00	$585.00	
Apple 17" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		$550.00	$715.00	

Additional Audio Visual Equipment	QTY.	Early Order	Show Rate	Total
USB Media Player		$120.00	$156.00	
Choose: Blu-ray -or - DVD Player		$150.00	$195.00	
Sound Bar - 2.1 Full Range, with Built-in Subwoofer		$75.00	$97.50	
Small High Performance PA System (2 speakers, 1 Mixer/Amp)		$330.00	$429.00	
Wireless Microphone - Choose One: Handheld -or- Headset -or- Lavalier		$240.00	$312.00	

Quoted Equipment	QTY.	Early Order	Show Rate	Total

Early order rate is subject to a 30% increase when ordering equipment after November 10, 2015.

Contact Your Freeman Representative	Total Your Order	
JOHN ABREGO john.abrego@freemanco.com **Phone:** 512.827.3223 **Fax:** 469.621.5611 **Online at:** www.freemanco.com **Don't see what you are looking for?** **Please call to discuss the options!**	**Equipment Sub-Total**	
	28% Handling Charge ($102.00 Min) Includes Delivery, Install & Dismantle	
	Added Labor to Mount Client Owned Flat Screen to Stand ($75)	
	State Sales Tax (8.25%)	
	TOTAL CHARGES:	
	*** Please note for Monitor Stand & Mount Rentals:* *Additional labor may be required to mount client provided monitors* *** Electrical Services are not included in equipment pricing.*	

Please Fill in All Information Below Before Submitting Your Order

Contact Information

Your Name: **Booth Number:**

Exhibiting Company Name:

Company Address:

City / State: **Zip Code:**

Phone: **Fax:**

Email:

Third Party (If Applicable)**:**

Signature:

Delivery Information

A representative must be in your booth at the time of delivery unless alternate arrangements are made.
Delivery subject to readiness of the booth structure and set-up. Please call us at 512.827.3223 with questions.

On-Site Contact Person: **Cell Phone:**

Please Select Your Preferred Date and Time of Delivery (Choose One)**:**

Tuesday, December 01, 2015	☐ 8am - 12pm	☐ 1pm - 5pm
Wednesday, December 02, 2015	☐ 8am - 12pm	☐ 1pm - 2:30pm

*Exhibit hours start at 2:30 om on December 2, 2015

If You Have a Special Delivery Request, Please Note it Here:

Payment Information

Method of Payment (Choose One)**:**

☐ Master Card	☐ Check (in US Funds)
☐ Visa	☐ Bank Transfer (please call for details)
☐ American Express	☐ Key Account

Credit Card Number:

Expiration Date:

Card Holder Name:

Signature:

*** For your convenience, Freeman will use your authorization to charge your credit card account for advanced and on site orders placed by your company representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.*

*** All payments must be made in advance in US funds.*

Cancellation Policy: Any cancellation must be received within **7 days** of show open to avoid being charged one day's rental rate. Cancellations after delivery will result in a day's charge and labor incurred.

TERMS & CONDITIONS

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Freeman and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met: THE METHOD OF PAYMENT FORM IS SIGNED; OR AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "Freeman" means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor and equipment orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in Dallas, Texas upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account. Exhibitor hereby grants a lien on its property in Freeman's possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

LABOR UNDER SUPERVISION OF EXHIBITOR: Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of work performed by labor provided by Freeman but supervised by Exhibitor. Further, the Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

AUSTIN
CONVENTION CENTER
DEPARTMENT

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services - Information Packet

Event: 2015 The Running Event Event Dates: 11/28/2015 to 12/5/2015

Discount Rate Deadline:	**Friday, November 13, 2015**
Standard Rate Deadline:	**Tuesday, November 24, 2015**
Floor Rate Applies:	**Wednesday, November 25, 2015**

Dear Exhibitor,

Welcome to the Austin Convention Center Department (ACCD) Exhibitor Services Division. We are the exclusive utility service provider for the Austin Convention Center and the Palmer Events Center. At this time, we would like to brief you on our services and how to make them available to you for your event. Enclosed is an information packet containing service descriptions, order forms and service terms/conditions. Please read and fill out the information completely and legibly. Pay special attention to the deadline dates for pricing and restrictions for services.

The ACCD Exhibitor Services Division offers services at a discount, standard and floor rate. To qualify for the discount rate, services must be completed on-line, e-mailed, faxed or postmarked fourteen (14) days before the first contract date of the event with payment in full. Orders received thirteen (13) days to four (4) days before the first contract date of the event, with payment in full, will qualify for the standard rate. Orders received within three (3) days of the first contract date of the event will be charged at the floor rate, no exceptions. Services will not be installed until full payment is received. All outstanding balances will be collected on-site and settled prior to the close of your event.

On-line ordering is available at our website http://www.austinconventioncenter.com under Exhibitor Services. Orders can be submitted on-line up to fourteen (14) days before the first contract date. After this deadline, orders will have to be submitted through e-mail, fax or regular mail.

We provide a wide range of utility services:

- Electrical
- Water and Drainage
- Telephone
- Internet/Technical

For each category you will find a listing of services, prices and any additional restrictions specific to the service category.

Should you have questions or require services not listed on-line or on our order forms, please call in advance. We will do our best to facilitate your needs. Thank you for using our facility.

Sincerely,

Teddy Kim
ACCD Exhibitor Services Representative
512-404-4000
accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services - Information Packet

Ordering Instructions

On-line Ordering: To place your order on-line please visit our website http://www.austinconventioncenter.com under Exhibitor Services.

Complete the Order Form: A Utility Services Order Form is included in this packet. Complete the 'Exhibitor Information' and 'Authorization' sections. ACCD will not process incomplete forms. Next, select any services you wish to order from our product listing. Enter the product numbers, descriptions, quantity, and prices in the 'Service Order' section on the order form.

Payment Method: Payment in full must accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH. Make check or money order payable to 'Austin Convention Center.' Order forms without payment will not be processed.

Deposits: The ACCD requires a major credit card as security deposit for rental of designated equipment and for long distance service connections. If you are ordering any services which require a deposit, you must complete the credit card information portion of the 'Payment Method' section.

Discounts: The ACCD offers discounts on designated equipment and services if your PRE-PAID order is postmarked or received via FAX by the discount deadline. Please refer to our price list to determine discount eligibility.

Submitting an Order: Mail completed order forms with payment to the address shown at the top of the form. Credit card customers may fax their completed order form to 512-404-4220.

Cancellation: Cancellation of services must be made 5 days prior to first contracted day of event.

Questions?: Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

Payment Terms and Conditions

- Payment in full is required prior to service connection. All outstanding balances must be paid by the end of your event.
- Advance orders paid in full will have priority over floor orders.
- Exhibitor booths will be audited during the event and charged for any additional services. The charges will be included in the exhibitor's final bill at the standard rate.
- Any work not covered under ACCD's price schedule will be done on a time and materials basis.
- All material and equipment damaged or lost shall be at the responsibility of the exhibitor and will be billed to the exhibitor for the full replacement value at the close of the event.
- All prices are rental only. All materials remain the property of ACCD unless otherwise specified.
- All rates are subject to change without notice.

Refund Terms and Conditions

- No credit will be issued for services or equipment installed but not used.
- Claims and/or Refunds will not be considered nor honored unless filed by exhibitor prior to close of event at the Utility Service Desk.
- All questions on billing must be settled prior to the close of event.
- Refunds for less than $50.00 will not be considered.
- Refunds for canceled services must be made 5 days prior to first contracted day of event.
- No refunds will be processed after the event closes. NO EXCEPTIONS

General Terms and Conditions

- All floor orders services (or changes to installed services) must be placed at the Utility Service Desk. The ACCD service staff is not permitted to accept orders directly from exhibitors.
- ACCD cannot guarantee service prior to the opening of the show for floor orders.
- Wall, column, and permanent building electrical outlets are not a part of booth spaces and are not to be used by exhibitors. Access to all wall outlets and floor pockets is restricted to ACCD personnel.
- Under no circumstance shall anyone other than ACCD personnel make service connections.
- The ACCD offers a limited inventory of utility services connections and rental equipment to our clients for their exclusive use on a first come first service basis. The ACCD cannot guarantee availability of utility services or rental equipment.
- ACCD is not responsible for power failures or fluctuations in voltage, air, or water pressures. Equipment with strict tolerances may require regulating devices. Exhibitor must arrange for regulator valves, line conditioners, backflow prevention devices, etc.
- All equipment and connections regardless of source of power must comply with federal, state and local safety codes.
- Special equipment connections requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without ACCD personnel. All Service connections to ACCD utilities must be made by ACCD personnel only.
- Exhibitor agrees to indemnify and hold harmless the ACCD, City of Austin, and their respective officers, agents and employees, against and from any and all claims for property damage and personal injury including death, arising out of or in any way caused by exhibitor's negligence in the use or misuse of the utility outlets, equipment, etc., supplied to exhibitor by the ACCD under this order.
- Exhibitor will be responsible for damage to telecommunications, electrical, water, compressed air, and drainage network or equipment caused by exhibitor's equipment, acts, and/or omissions.
- If by reason of any default on the part of the exhibitor hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney's fees expended or incurred by the ACCD in connection herein.

AUSTIN CONVENTION CENTER DEPARTMENT

FOR OFFICE USE ONLY	
Customer ID:	UTL-

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services - Order Form

Event: 100010355 - 2015 The Running Event Event Dates: 11/28/2015 to 12/5/2015
Discount Deadline: 11/13/2015 Standard Rate Deadline: 11/24/2015 Floor Rate Applies: 11/25/2015

Exhibitor Information

Company Name	Booth No
Address	Contact Phone Number
City State Zip	Fax Number
Contact Person	Contact's email Address

Service Order

PRODUCT ID	ITEM DESCRIPTION	UNIT PRICE	QUANTITY	SUB-TOTAL
Note: A diagram is REQUIRED for all orders with 2 or more services requested.		TOTAL AMOUNT DUE		

Payment Method

Payment in full MUST accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH.
Make check or money order payable to 'Austin Convention Center.'

☐ CHECK ☐ AMEX ☐ DISCOVER ☐ MASTERCARD ☐ VISA ☐ DINERS CLUB

Credit Card Number Expiration

Cardholder Signature

☐ BANK TRANSFER

Check box and submit order form. You will receive an invoice with all the wire transfer information. Please reference Name of Event and Booth Number on all Bank Transfers so we may properly credit your account.

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. Please provide an email address for electronic notification of invoice and credit card transactions.

Authorization (Orders submitted without a signature will not be processed)

I have read and agree with all the terms as stated on the attached agreement.

Authorized Signature Date

IMPORTANT ORDERING INFORMATION

On-line Ordering: To place your order on-line please visit our website http://www.austinconventioncenter.com under Exhibitor Services.

Completing the Order Form: Select any services you wish to order from our Current Price List. Enter the product numbers, descriptions, quantities, and prices in the 'Service Order' section above.

Deposits: The ACCD requires a major credit card as security deposit for rental of designated equipment and for long distance service connections. If you are ordering any services which require a deposit, you must complete the credit card information portion of the 'Payment Section.'

Discounts: The ACCD offers discounts on designated equipment and services. Please note that only specific equipment/services are eligible for discounts. Please refer to our current price list to determine which equipment and services qualify for discounts. Orders must be postmarked by 11/13/2015 to receive any eligible discounts.

Submitting an Order: Mail completed order forms with payment to the address shown at the top of this form. Credit card customers may fax their completed order form to 512-404-4220.

Questions?: Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

Refunds: Refund requests must be filed by Exhibitor prior to the end of the event. No refunds will be processed after the event closes. NO EXCEPTIONS

PAYMENT IN FULL IS REQUIRED PRIOR TO SERVICE CONNECTION

AUSTIN
CONVENTION CENTER
DEPARTMENT

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ACCD Exhibitor Services - Floor & Booth Layout

Event: 2015 The Running Event Event Dates: 11/28/2015 to 12/5/2015
Discount Deadline: 11/13/2015 Floor Rate Applies: 11/25/2015

Utility Service Distribution Grid

Company Name	Booth Number	Booth Size

Exhibitors may contact show management for a copy of the exhibit show floor plan

- Labor charges apply to orders with four (4) or more services.
- Mark the adjoining booth number and/or aisles for orientation.
- Use the coordinates or the boxes as a scale for placement of services.
- Grids submitted without orientation will default to marked "FRONT" and "BACK" booth orientation shown below.

SCALE (check one)

- ☐ 1 Square = 1 Ft (Default)
- ☐ 1 Square = _____ Ft
- ☐ X = 10 x 10 Booth
- ☐ X + Y = 10 x 20 Booth
- ☐ X + Y + Z = 20 x 20 Booth

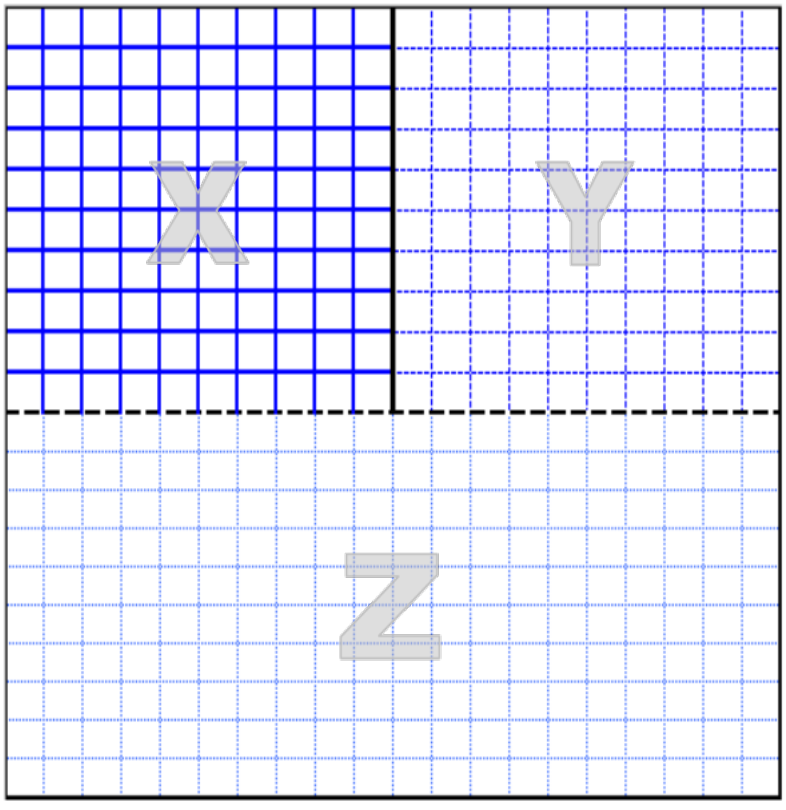
LEGEND

X	Power Outlet
I	Internet
P	Phone
O	Water
▲	Air

Adjacent booth or aisle

Front

Adjacent booth or aisle



Adjacent booth or aisle

Back

Adjacent booth or aisle

Installation Notice

Effective January 2015

This notice applies to customers ordering 208/220 Volts electrical services.
This notice DOES NOT apply to standard 120 Volt electrical services.

- Connecting ACCD wires directly to exhibitor equipment is prohibited. Examples include, but are not limited to, hot tubs, stoves/ovens and RVs.
- Connection rates include bringing service to the booth from the floor pocket.
- Connection rates do not include adaptors or special wiring.
- If special electrical adaptors or plugs are required, exhibitor must provide the wiring schematics with required connectors (male & female).
- If adaptors or plugs are not provided, exhibitor must provide bare-end tails for hardwiring to disconnect boxes.
- Customers are responsible for labor charges required to connect and disconnect wires and/or adaptors.

ACCD requires electrical services to be installed, operated and maintained in a manner which does not create a hazard to life or property.

Please contact ACCD Exhibitor Services Division with questions, 512-404-4000.

Thank You,
Exhibitor Services Division
Austin Convention Center Department

Wi-Fi Operating Guidelines

Effective January 2015

The Austin Convention Center Department [ACCD] is the exclusive provider for wired and wireless [Wi-Fi] services for the Austin Convention Center and Palmer Events Center. The ACCD Wi-Fi service offers internet access at speeds of up to 2 Mbps servicing clients, exhibitors and attendees.

Wireless internet service is vulnerable to interference from other wireless devices such as Wi-Fi routers, wireless cameras, cordless phones and personal Wi-Fi hotspots. Wireless users in the Exhibit Halls may experience higher levels of interference due to the nature of the event and any electronics/equipment that may be a part of a product demonstration or display. If you are conducting a product demonstration, presentation or streaming video over the internet, we strongly recommend the purchase of a wired internet connection.

ACCD requests your cooperation in eliminating/minimizing the use of these devices to improve the quality of wireless services in our facilities.

For additional information regarding our Wireless (Wi-Fi) Operating Guidelines, please contact the ACCD Exhibitor Services Division at 512-404-4000.

Thank You,
Exhibitor Services Division
Austin Convention Center Department

AUSTIN CONVENTION CENTER DEPARTMENT

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ACCD Exhibitor Services - Electrical Price Schedule

Event: 2015 The Running Event Event Dates: 11/28/2015 to 12/5/2015
Discount Deadline: 11/13/2015 Floor Rate Applies: 11/25/2015

Electrical Outlets

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
E101	120 Volt Outlet 0-1000 Watts (8 AMP)	$71.00	$95.00	$143.00
E102	120 Volts 15 AMP	$79.00	$105.00	$158.00
E103	120 Volts 20 AMP	$86.00	$115.00	$173.00
E104	120 Volts 30 AMP (Used for only one device - NEMA plug number 5-30R)	$105.00	$140.00	$210.00
E201	120 Volt 8 AMP Ceiling Power (Does not include extension cords, contact ACCD Exhibitor Services for important information)	$71.00	$95.00	$143.00

Labor

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
M101	Standard Labor per Hr. (6AM -12AM except holidays)	Discount N/A	$50.00	$50.00
M102	Holiday Labor per Hr. (12AM - 6AM and holidays)	Discount N/A	$65.00	$65.00

Power for Motors or Special Equipment

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
P201	208 Volts/Single Phase 20 AMP	$176.00	$235.00	$353.00
P202	208 Volts/Single Phase 30 AMP	$210.00	$280.00	$420.00
P204	208 Volts/Single Phase 60 AMP	$311.00	$415.00	$623.00
P208	208 Volts/Single Phase 100 AMP	$503.00	$670.00	$1,005.00
P302	120/208 Volts/3 Phase 20 AMP	$270.00	$360.00	$540.00
P303	120/208 Volts/3 Phase 30 AMP	$311.00	$415.00	$623.00
P305	120/208 Volts/3 Phase 60 AMP	$491.00	$655.00	$983.00
P310	120/208 Volts/3 Phase 100 AMP	$780.00	$1,040.00	$1,560.00
P320	120/208 Volts/3 Phase 200 AMP	$1185.00	$1,580.00	$2,370.00
P340	120/208 Volts/3 Phase 400 AMP	$2306.00	$3,075.00	$4,613.00

General Terms and Conditions

- A standard electrical outlet is a single female plug. Multi-outlet fixtures are available for purchase. See Supplemental Lighting and Equipment.
- Labor
  - A. Labor is charged for:
    1. Any four (4) services in one (1) booth
    2. Installation of utilities after booth display and/or carpet has been installed
    3. Relocating/moving installed services
    4. Installing services in location other than location most convenient to booth
    5. Re-taping electrical cords
    6. Resetting breakers due to exhibitor equipment
  - B. Labor (if required) is charged in increments of one (1) hour with a one (1) hour minimum.
  - C. Labor charges are NOT available at a discount.
- If special electrical plugs are required, exhibitor is responsible for furnishing the associated wiring schematics and required connectors. Exhibitor will be responsible for all labor charges involved in connecting and disconnecting wires. Please contact the ACCD Exhibitor Services Division @ 512-404-4000 with any special wiring requirements.
- Use of open clip sockets, latex or lamp cord wire, duplex or triplex plugs is prohibited
- All exhibitors' cords must be of the three (3) wire grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
- Electrical equipment is to be installed, operated, and maintained in a manner which does not create a hazard to life or property.
- Connection rates cover bringing service to the booth in the manner and location most convenient to the ACCD and do not include adapters or special wiring.
- Each exhibitor must order power separately. Exhibitors are not allowed to share power.
- Unauthorized use of electrical services will be terminated or exhibitor must pay utility service charges associated with service.

ACCD Exhibitor Services Division
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Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services - Telephone Price Schedule

Event: 2015 The Running Event Event Dates: 11/28/2015 to 12/5/2015
Discount Deadline: 11/13/2015 Floor Rate Applies: 11/25/2015

Telephone

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
T101	Local Only Phone Line	$150.00	$200.00	$300.00
T102	Local/Long Distance Phone Line	$188.00	$250.00	$375.00
T103	Telephone Set Rental (Credit Card Deposit Required)	$0.00	$0.00	$0.00
T401	Specialty Programming	$50.00	$50.00	$50.00

Telephone Service Terms and Conditions

- **Local Service**
  1. Phone line installation includes one touch-tone line and male RJ-11 jack. All lines configured for 'Dial 9' calling.
  2. Allows exhibitor to dial any local number and toll-free numbers. It also allows callers to use their own long distance carrier for long distance credit card calls.

- **Long Distance**
  1. Allows both local and long distance dialing.
  2. Long distance charges are in addition to the installation charge and will be billed after the close of the event.
  3. Deposit: A major credit card is required as a security deposit for long distance service activation. The credit card information section on the order form must be completed.
  4. All long distance charges will be processed against credit card information previously provided by Exhibitor.

- **Phone Set**
  1. Deposit: A major credit card is required as a security deposit for rental of a handset. The only security deposit we accept is a major credit card. The credit card information on the Exhibitor information section must be completed. Your credit card will be charged ($50.00) for the replacement of the equipment if you fail to return the equipment after the close of the event.
  2. Pick Up and Return: Phone sets must be picked up and returned to the Utility Service Desk. Should you need assistance in picking up or returning your set, please contact Ethe ACCD xhibitor Services Division.
  3. Rental of telephone hand sets may not be discounted.

- **Special Programming**
  1. The ACCD offers voice mail, line rollover services and non-dial 9 service.
  2. Special programming requests must be made at least 10 days prior to the event, or we cannot guarantee delivery of service.
  3. No Discount available for Special Programming services.

- **Telephone for Credit Card Machine Use**
  1. The telephone line fees do not include electrical services necessary for credit card machines.
  2. It is the exhibitor's responsibility to ensure that credit card machines are programmed for Dial 9 calling. Contact your credit card processor for all credit card machine programming instructions

Calling Card Dialing Instructions

Some exhibitors do not want a separate bill for long distance charges after the show closes. If you select 'local' service for your phone line, you can use your phone credit card for long distance calling. Contact your calling card service provider for local call dialing instructions

AUSTIN CONVENTION CENTER DEPARTMENT

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ACCD Exhibitor Services - Technology Price Schedule

Event: 2015 The Running Event Event Dates: 11/28/2015 to 12/5/2015
Discount Deadline: 11/13/2015 Floor Rate Applies: 11/25/2015

Technical Services

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
H101	Standard Internet Service	$500.00	$665.00	$998.00
H102	Additional IP Address (Does NOT include Internet connection, switch/hub or patch cable - must order each item or bring your own).	$150.00	$200.00	$300.00
H103	Premium Internet Service (Includes 1 Public IP Address)	$750.00	$995.00	$1,493.00
H312	Network Patch Cable (Up to 30ft.)	$40.00	$50.00	$50.00
H405	Ethernet Switch-Unmanaged	$225.00	$300.00	$300.00
H601	Basic Cable TV Coax patch	$300.00	$300.00	$450.00

Labor

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
M103	Standard Technical Labor per Hr. (6AM -12AM except holidays)	Discount N/A	$135.00	$135.00
M104	Holiday Technical Labor per Hr. (12AM - 6AM and holidays)	Discount N/A	$165.00	$165.00
RL103	AV Technician - Labor	Discount N/A	$80.00	$80.00

Technical Services Terms and Conditions

ALL USERS OF ACCD TECHNICAL SERVICES MUST COMPLY WITH THE FOLLOWING POLICIES:
- Wi-fi Operating Guidelines
- External Internet Service Provider Guidelines

ADDITIONAL TERMS AND CONDITIONS:
- Internet Connections are charged per IP address.
- Internet addresses are provided by ACCD upon confirmation of order on a first come, first service basis.
- Additional labor and material charges may be added for designing and installing special networks.
- The ACCD is not responsible for network saturation or failures caused by misuse, power fluctuations, etc.
- Technical service fees do not include electrical services necessary for workstation(s).
- Users are responsible for configuration of their own equipment.
- The ACCD is not responsible for network saturation or latency outside of the building.
- Acts of God and network failure outside of the building are not the responsibility of the ACCD.
- Please contact the ACCD Exhibitor Services Division at 512/404-4000 for any questions regarding ordering technical services or to obtain copies of operating guidelines.

Please contact the ACCD Exhibitor Services Division at 512-404-4000 if you need any outside circuits such as ISDN service or the use of an external internet service provider.

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ACCD Exhibitor Services - Equipment Price Schedule

Event: 2015 The Running Event Event Dates: 11/28/2015 to 12/5/2015
Discount Deadline: 11/13/2015 Floor Rate Applies: 11/25/2015

Equipment

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
L102	Extension Cord w/Single Plug (Requires pick up at the Utility Service Desk)	Discount N/A	$25.00	$25.00
L103	Multi-Outlet Strip - 6 Outlets (Requires pick up at the Utility Service Desk)	Discount N/A	$25.00	$25.00
L106	Adaptor	Discount N/A	$50.00	$50.00

Air/Water/Gas/Drainage

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
A200	Sink (Incl. water/drain/install)	Discount N/A	$400.00	$400.00
A501	Water & Drainage (up to 500 gallons per connection)	$188.00	$250.00	$375.00

Supplemental Lighting & Electrical Equipment Terms and Conditions

- **Rental Equipment Deposit**
  1. A major credit card is required as a security deposit for rental of any supplemental lighting and electrical equipment. The only equipment security deposit we accept is a major credit card.
  2. The credit card information section under Payment Method section on the order form must be completed.
  3. Your credit card will be charged for the replacement of the equipment if you fail to return the equipment after the close of the event.

- **Rental Equipment Pick Up and Return**
  1. Extension cords must be picked up and returned to the Event & Exhibitor Service Desk.
  2. The exhibitor will be responsible for all rented equipment until it is returned to the service desk.
  3. Please contact the Event & Exhibitor Service Desk for assistance in handling rental equipment.
  4. Multi-strips are for purchase only.

Compressed Air Terms and Conditions

- **Compressed Air**
  1. Exhibitor is responsible for providing the cubic feet per minute (CFM) and the pounds per square inch (PSI) requirements. Without this information, we will be unable to provide service to your exhibit. Please call ACCD, Exhibitor Services for assistance.
  2. Exhibitor is responsible for providing compatible adaptors to hose lines.

Water/Drain Terms and Conditions

- **Water**
  1. All equipment using water must have inlet and outlet properly tagged by the exhibitor, and must connect to ı" hose coupler.
  2. All equipment using water must include a backflow prevention device. Without this device, the ACCD will be unable to provide service to your booth.
  3. All water supplies must be set to the off position at the end of each day.
  4. Availability of water services are subject to restrictions imposed by the City of Austin Water/Wastewater Utility.

- **Drainage**
  1. Drains are not designed to handle the discharge of large volumes of water.
  2. Drains are strictly for water. Other arrangements must be made for disposal of materials such as grease, food products, etc.
  3. Any exhibitor using 5 gallons or more for their exhibit is required to purchase a water and drain connection.
  4. Any exhibitor that is found draining water directly into our floor pockets will automatically have the water and drain service accessed to their billing, at the rate of $230.00

Austin Convention Center Department
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4110
Fax: 512-404-4123

ACCD Exhibitor Booth Security Order Form

Event: 100010355 - 2015 The Running Event Event Dates: 11/28/2015 to 12/5/2015 **Security Discount Deadline: 10/28/2015**

Exhibitor Information

Company Name	Booth Number
Contact Name	Contact Phone Number
Address	Fax Number
City State Zip	Email

IMPORTANT ORDERING INFORMATION

1. Complete the exhibitor information above.

2. Select only the products/services you wish to order from the Austin Convention Center (ACCD) Event Security Services Divisions.

3. **Faxing your order:**
   - Fax orders to 512-404-4123
   - All faxed orders must be provided with credit card payment information and the card holder's signature for payment.

4. **Mailing your order:**
   - Mailing address: Austin Convention Center
     Attn: Security Services Division
     P.O. Box 1088
     Austin, TX 78767

   Payment method:
   - Payment in full must accompany your order.
   - Payment may be made by credit card, money order or check. (Please do not send cash)
   - Checks or Money Orders - Make payable to the Austin Convention Center
   - Credit Cards - Be sure to provide complete customer information.
   - To prevent duplication of your order, **please do not mail and fax your order form**.

5. Order for booth security must be received by 10/28/2015 to receive the incentive rate. (Please contact client or show management if unsure of the first contracted date of the event)

6. All security and licensed peace officers working in the facility come under the direct control of the ACCD Director or designee.

7. Questions: Please call the Security Services Division at 512-404-4110.

On page two, please indicate which of the three booth security options are requested, how many staff members are needed, specific dates and times for the scheduled booth security, total hours requested for each day/type of security and any additional instructions for the security staff assigned:

TYPES OF BOOTH SECURITY

TYPE 1 UNARMED NON-UNIFORMED BOOTH SECURITY
Standard Rate of $31.00/hr with a four (4) hr minimum.
Incentive Rate of $23.00/hr with a four (4) hr minimum.
Holiday Rate of $35.00/hr with a four (4) hr minimum.

TYPE 2 UNARMED UNIFORMED SECURITY GUARD
Standard Rate of $37.00/hr with a four (4) hr minimum.
Incentive Rate of $28.00/hr with a four (4) hr minimum.
Holiday Rate of $41.00/hr with a four (4) hr minimum.

TYPE 3 UNIFORMED LICENSED TEXAS PEACE OFFICER
Standard Rate of $60.00/hr with a four (4) hour minumum.
Only Certified Texas Peace Officer/s are allowed to carry firearms in the facility.

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ACCD Exhibitor Booth Security Order Form

SAMPLE:

Schedule for Booth Security

DATE	TYPE	SCHEDULED HOURS	INSTRUCTIONS	#STAFF	X HOURS	X RATE	= COST
4/16/2008	TYPE 2	5:00PM - 11:59PM	Remain in booth area; only allow personnel entry based on provided list of names. Do not leave until	1	7	28	$196.00

PLACE SECURITY ORDER BELOW:

Schedule for Booth Security

DATE	TYPE	SCHEDULED HOURS	INSTRUCTIONS	#STAFF	X HOURS	X RATE	= COST
ATTACH/FAX ADDITIONAL PAGE AS NEEDED						TOTAL	

Payment Method

☐ AMEX ☐ DISCOVER ☐ MASTERCARD ☐ VISA ☐ CHECK ☐ MONEY ORDER

Credit Card Number	Expiration
Name of Cardholder	Signature

Authorization

I have read and agree to comply with the terms & conditions herein and attached.

Date	Printed Name	Signature

Rev. 4-16-2011

AUSTIN
CONVENTION CENTER
DEPARTMENT

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Fire Exhibit Regulations for Assembly Occupancies

The information contained in this brief outline does not by any means thoroughly cover the criteria and standards contained in the Uniform Fire Code, as adopted by the City of Austin, but it does provide the fundamental rules governing exhibits in any building open to the public.

The following entities are responsible for ensuring all regulations are followed: facility client, exhibitors, service contractors and the Austin Convention Center Department (ACCD). It is a requirement that ACCD reviews all event pre-planning documents and floor plans and is the only entity that can submit these documents to the Austin Fire Department for final review and approval.

Remember, the fire codes for Austin may be different from other cities, and exhibitors will be respon- sible for complying with the Uniform Fire code. ACCD will take reasonable steps to ensure that you are allowed to display your products effectively, as long as it does not create a fire or life safety hazard to you, other exhibitors or people attending the exhibit.

1. Floor plans for all shows are to be submitted to ACCD for review and approval. ACCD will sub- mit the floor plans and event pre-planning documents to the Austin Fire Department's Fire Marshal for approval. An approved copy will be provided to the event client. A copy of the approved plans must be available on-site.

2. No display or exhibit shall be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign, nor shall any display block access to fire equipment.

3. Any exhibit containing a roofed area of 100 square feet or more requires a fire extinguisher to be displayed at such exhibit.

4. All exhibit booths must maintain clear and appropriate exits from the booth. Any booth of 750 square feet or more must have a minimum of two exits as far from each other as possible.

5. Displays with any type of cover, e.g., tents, buildings, awnings, etc. must be 300 square feet or less; if larger than 300 square feet they must meet the following regulations:

    a) A single level or multi-level exhibit larger than 300 square feet with a covered ceiling requires protection from an automatic extinguishing system.

    b) A booth with an open grate style ceiling does not have to meet this requirement. If there is any question, please forward a copy of the booth plans for ACCD and Fire Department review.

    c) The upper deck of the multi-level exhibit must have a minimum of two exits as far from each other as possible. If only one (1) exit, the second level is limited to seven (7) people at a time.

6. The storage of crates and combustible materials not on display (including packing materials) is not permitted inside the facility, on the dock or at dock bays. Limited empty crate storage is provided and confined to the area authorized by the Fire Marshal.

7. All curtains, drapes, any merchandise or material attached to drapes or table skirts, decorations and decorative or construction materials are to be non-combustible or flame-retardant. Documentation affirming non-combustible or flame-retardant properties must be available on-site.

8. Combustible waste is to be collected as it accumulates and should be stored in a non-combustible covered container which is emptied at least once a day.

9. The use of open flames, burning or smoke-emitting materials (candles, incense, lanterns) are not permitted in the facility.

Continued

10. Electrical equipment is to be installed, operated and maintained in a manner which does not create a hazard to life or property.

11. Whenever, in the opinion of the Austin Fire Department, it is essential for public safety in any place of public assembly, the owner, agent or lessee shall employ one or more qualified persons to be on duty. These individuals shall be subject to the Austin Fire Department's orders and shall be in uniform and remain on duty during the times such places are open to the public. Any fees are the responsibility of the client.

12. The following items may not be used without prior written approval of the Fire Marshal's Office:

    a) Display or storage of LPG (liquid propane gas)
    b) Flammable or combustible liquids
    c) Flammable gas
    d) Cotton, hay, paper, straw, moss, split bamboo, wood chips, etc. All items must be treated with fire-retardant materials. Documentation affirming non-combustible of flame- retardant properties must be available on-site.
    e) Welding or cutting equipment for show set-up or for demonstration purposes
    f) Gas-fired appliances for demonstration purposes
    g) Salamander stoves
    h) Compressed gas cylinders. If approved, cylinders are to be firmly secured in an upright position.
    i) Any cooking or heat-producing devices

13. The following are related to the display of automotive vehicles and equipment:

    a) There is to be no more than five gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
    b) Fuel tanks are to be locked and all portable tanks removed. Locking the auto will be sufficient for cars in which the gas cap cover can only be unlatched from inside the vehicle.
    c) Ignition keys are to be removed and placed in a central location on site.
    d) The positioning of such vehicles shall be subject to approval of the Fire Marshal's Office.
    e) Vehicle operation will be limited to brief parade-type displays specifically approved by the Fire Marshal's Office.
    f) Vehicles, boats and similar exhibited products having over 100 square feet of roofed area are to have a smoke detector.

14. The following related to food shows:

    a) Deep fat fryers are not allowed in the facility.
    b) Chafing dishes are to be designed with a shelf for the fuel or chafing dish is to be placed on a sheet pan.

15. Public display of compressed flammable or toxic gases, hazardous materials, Class II, III or IV laser, blasting agents and explosives is only permitted after a review of the materials and/or devices is conducted and the proposed display has received approval of the Fire Marshal's Office.

AUSTIN
CONVENTION CENTER
DEPARTMENT

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

Client & Exhibitor Service Yard and Entry Rules

PLEASE ENSURE EXHIBITORS ARE PROVIDED WITH THESE RULES

- ID or credentials required to enter at the services entrance of the ACCD - all persons entering must check in with ACCD Security
- No possession or use of alcohol or illegal substances
- All containers, packages and vehicles subject to inspection
- The unlicensed possession of weapons by persons on ACCD property is a felony
- Event or show requests to demonstrate, trade, display or sell any firearms, simulated firearms, or dangerous weapons must be made in writing to the ACCD (90) days prior to the first contract date
- Children under 17 are prohibited from ACCD service yards and Exhibit Halls during move in/out
- The ACCD service yards are closed during show hours except for ACCD business. Due to safety and security, exhibitors and attendees are prohibited from using the service yard entrances and exits while the show is in progress
- No animals other than trained service dogs or with prior ACCD approval
- All pedestrians must use the pedestrian gate when entering the service yard
- No speeding or reckless use of vehicles, forklifts, carts or equipment. Clients, service contractors and exhibitors must comply with all federal, state and municipal fire codes that apply to a place of public assembly, as well as Occupational Safety and Health Association (OSHA) regulations

Questions? Please contact a Security Coordinator or Austin Convention Center Security Control at 512-404-4111

CONVENTION CENTER DEPARTMENT
AUSTIN
CITY OF AUSTIN
TEXAS
SECURITY

April 2013

AUSTIN
CONVENTION CENTER
CATERING SERVICES

Exhibitor Catering Order Form

BUSINESS (COMPANY) INFORMATION			
Company Name *(Include Booth Name if Different)*:			
Billing Address:			
City, State, Zip Code:		Country:	
Main Telephone Number:			
Main Fax Number:			
Email Address:			

SITE (VENUE) INFORMATION	
Event Name:	**2015 The Running Event**
Booth Number:	
On-Site Contact Name:	
On-Site Contact Cell Number:	

DELIVERY DATE	DELIVERY TIME/END TIME	DESCRIPTION	QTY	TOTAL PRICE

If you are ordering services that require electrical power, please provide a booth diagram indicating appropriate location for placement.

If a diagram is not available, please provide a brief description here:
For questions regarding utilities services, contact us at accdexhibitorservices@austintexas.gov

Prices are exclusive of a 20% service fee and 8.25% applicable sales tax

This letter serves as my formal written authorization and approval for you to charge the credit card indicated below for any and all charges related to food services at the Austin Convention Center. **Full payment will be applied to the credit card prior to the first scheduled service. All services are provided with a 2 hour timeframe, after which all product & equipment will be removed.** Timeframe may be extended with appropriate fees.

CREDIT CARD AUTHORIZATION						
Card Type:	☐ Visa	☐ MC	☐ AMEX	☐ DISCOVER	Billing Zip Code:	
Credit Card Number:					Exp Date:	

Mail, Fax or Scan To: Jennifer Anthony – Director of Sales
Austin Convention Center Catering
Phone: (512) 404-4140 Fax: (512) 404-4149 Email: janthony@levyrestaurants.com

AUSTIN
CONVENTION CENTER
CATERING SERVICES

Sample Food and Beverage Authorization Form

Client/show manager is responsible for distributing sample F&B to their exhibitors and ensuring guidelines are adhered to during event.

Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products only with written authorization.

PLEASE MAIL, FAX OR EMAIL COMPLETED FORM TO OUR OFFICE AT LEAST 21 DAYS PRIOR TO START OF SHOW TO ENSURE CONFIRMATION
500 East Cesar Chavez, Austin TX 78701

Phone: (512) 404-4140 Fax: (512) 404-4149
Email: janthony@levyrestaurants.com

General Conditions

1. Items dispensed are limited to products manufactured; represented or processed by the exhibiting firm.
2. All items are limited to SAMPLE SIZE. Below are maximum sample size quantities.
    a. Beverage limited to maximum of 3 oz. All alcoholic beverages MUST be purchased through and served by Austin Convention Center Catering, the in house food and beverage management company for the Austin Convention Center Department facilities (Austin Convention Center and Lester E. Palmer Events Center).
    b. Food items limited to "bite size" (1oz. or less).
3. The Applicant name below acknowledges they have the sole responsibility for disposition of such items in compliance with all applicable laws including the Texas Alcohol Beverage Code. Accordingly, the applicant agrees to indemnify and hold harmless Austin Convention Center Catering, the Austin Convention Center Department and the City of Austin from all liabilities, damages, losses, costs, or expenses resulting directly or indirectly from disposition of such items.
4. Show and/or Event Promoter is responsible for securing a City of Austin Health permit for sample items. The Austin Travis County Health Department phone number is (512) 978-0300. Permits must be displayed at the booths throughout the show.
5. Food and/or beverage items used as booth traffic promoters (i.e. coffee, popcorn, sodas, bar service, etc.). MUST be purchased from Austin Convention Center Catering.
6. Food and beverages MAY NOT BE SOLD on the premises.

Name of Event **2015 The Running Event** Event Date(s) -

Applicant Name _____ Phone _____ Fax _____ Booth# _____

Address _____ City _____ State _____ Zip _____

On-Site Contact Name _____

Email Address _____

Product(s) You Wish to Dispense _____

Services Required: Please contact the Austin Convention Center Catering Sales Office at (512) 404-4140 regarding food & beverage items needed for your booth. Note: All sample items MUST receive prior approval and confirmation from Austin Convention Center Catering. Exhibitors not in compliance will be asked to remove the item(s) from the facility immediately.

In signing below I understand and agree to the terms and conditions above.

Applicant Signature _____ Date _____

Approved _____ Date _____

AUSTIN
CONVENTION CENTER
CATERING SERVICES

Booth Service Menu

For current pricing and to place your order, call our Sales Department at (512) 404-4140, fax it to (512) 404-4149 or email it to janthony@levyrestaurants.com no later than two (2) weeks in advance of event date.

We have designed this menu through years of experience with exhibitors in mind. However, should you have special menu needs, please feel free to contact our Sales Department.

Payment Policy

Austin Convention Center Catering Policy requires 100% full payment prior to commencement of services. Additionally, a credit card must be on file for any re-orders made on site, no exceptions. We accept: Mastercard, Visa, American Express, Discover and Company Checks. Any orders requested 14 days prior to the event date or on-site, will result in an additional 10% service charge.

Note a $25.00 delivery fee will be applied to all orders less than $75.00 per delivery (excluding service & sales tax).

20% Administrative Fee and 8.25% Sales Tax will be added to all orders

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BEVERAGES

Fresh Brewed Coffee, Decaf, Iced Tea
Assorted Soft Drinks, 12 ounce can
Purified Water (5 gallons and dispenser)
Additional 5 gallons
Bottled Spring Water, 16 ounce bottle
Fruit Juice, 10 ounce bottle
Specialty/Imported Beer, 12 ounce bottle
Domestic Beer, 12 ounce bottle
House Wine, 750ml bottle (each)
Note: A bartender is required for all alcohol purchases

BAKERY ITEMS

Assorted Breakfast Danish and Muffins (dozen)
Assorted Donuts (per dozen, 5 dozen minimum)
Fresh Baked Gourmet Cookies (per dozen)

SNACKS

Tri-Color Tortilla Chips and Salsa (per quart)
Crispy Potato Chips and Onion Dip (per quart)
Mixed Nuts (per pound)
Assorted Ice Cream Novelties (each)
Popcorn Kit (per day)
Includes: Popcorn Machine, Kernels, Oil, Seasoning, Bags, Electricity

ICE (20 Pounds)

BOX LUNCHES (each)

COLD PLATTERS

Assorted Croissant Sandwiches
(Beef, Ham or Turkey with Condiments & Relish Tray)
Deli Platter with Sliced Roast Beef, Turkey, Ham, Salami, Swiss and Cheddar Cheese, Bread, Condiments and Relish Tray (serves 25)

Fresh Cut Seasonal Fruit Display (serves 50)

Fresh Crudites and Dip (serves 25)

Domestic Cheese and Cracker Tray (serves 25)

HORS D'OEUVRES

Jerk Chicken Wings
Cold Smoked Jumbo Shrimp
Assorted Cold Canapes
Andouille Sausage Encroute
Empanadas
Mini Roasted Vegetable and Smoked Goat Cheese
or Sweet Curried Pork and Toasted Corn
Mini Smoked Beef Lumpia
Assorted Finger Sandwiches
Mini Dessert Extravaganza (serves 100)

CHEF DISPLAY PRESENTATIONS

Black Pepper Roasted Baron of Beef (serves 150)
Austin Quesadilla Station (serves 100)
Certified Angus Beef Slider Station (serves 100)
White Cedar Smoked Breast of Turkey (serves 50)
Note: A Chef Attendant is required for all display stations

AUSTIN FIRE REGULATIONS
AUSTIN, TEXAS

FIRE EXHIBIT REGULATIONS FOR ASSEMBLY OCCUPANCIES

The information contained in this brief outline does not by any means thoroughly cover the criterion and standards contained in the Uniform Fire Code, as adopted by the City of Austin, but it does provide the fundamental rules governing exhibits in any building open to the public.

The following entities are responsible for ensuring all regulations are followed; client, exhibitor, service contractors and the Convention Facility. It is a requirement that the Austin Fire Department review and approve all event pre-planning documents and floor plans.

Remember, the fire codes for Austin may be different from other cities and exhibitors will be responsible for complying with the Uniform Fire code. The Convention Facility will take reasonable steps to ensure that you are allowed to display your products effectively, as long as it does not create a fire or life safety hazard to yourself, other exhibitors or people attending the exhibit.

1. Floor plans for all shows are to be submitted to the Convention Facilty for review and approval. They will submit the floor plans and event pre-planning documents to the Austin Fire Department's Fire Marshal for approval. An approved copy will be provided to the event client. A copy of the approved plans must be available on site.

2. No display or exhibit shall be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign, nor shall any display block access to fire equipment.

3. All exhibit booths must maintain clear and appropriate exits from the booth. Any booth of 750 square feet or more must have a minimum of two exits as far from each other as possible.

4. Displays with any type of cover, i.e. tents, buildings, awnings, etc. must be 300 square feet or less; if larger than 300 square feet they must meet the following regulations:

a) a single level or multi-level exhibit larger than 300 square feet with a covered ceiling requires protection from an automatic extinguishing system.

b) a booth with an open grid style ceiling does not have to meet this requirement. If there are any questions, please forward a copy of the booth plans for the Convention Facility and Fire Department review.

c) the upper deck of the multi-level exhibit must have at least two remote means of egress (as far from each other as possible).

5. The storage of combustible materials not on display (including packing materials) shall be in a storage area approved by the facility management. Any storage area that contains combustibles must be reviewed and approved by the Fire Marshal's Office.

6. All curtains, drapes, decorations and decorative or construction materials are to be non-combustible or flame retardant. Documentation affirming non-combustible or flame retardant properties must be available on site.

7. Any merchandise or material attached to drapes or table skirts is to be non-combustible or flame retardant.

8. Combustible waste is to be collected as it accumulates and should be stored in a non-combustible covered container which is emptied at least once a day.

9. The use of open flames, burning or smoke emitting materials as part of an act, display or show is prohibited unless prior written approval is received from the Fire Marshal's Office.

10. Electrical equipment is to be installed, operated and maintained in a manner which does not create a hazard to life or property.

11. Whenever, in the opinion of the Austin Fire Department, it is essential for public safety in any place of public assembly, the owner, agent or lessee shall employ one or more qualified persons, as required and approved by the Austin Fire Department, to be on duty. These individuals shall be subject to the Austin Fire Department's orders and shall be in uniform and remain on duty during the times such places are open to the public.

12. The following items may not be used without prior written approval of the Fire Marshal's Office:

a. Display or storage of LPG
b. Flammable or combustible liquids
c. Flammable gas
d. Cotton, hay, paper, straw, moss, split bamboo, wood chips, etc.
e. Welding or cutting equipment for demonstrations purposes
f. Gas-fired appliances for demonstration purposes
g. Salamander stoves
h. Lit candles or lanterns for demonstration purposes
i. Compressed gas cylinders. If approved for use, cylinders are to be firmly secured in an upright position.
j. Any cooking or heat producing devices

13. The following address the display of automotive vehicles and equipment.

a. There is to be no more than five gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
b. Fuel tanks are locked and all portable tanks removed. Locking the auto will be sufficient for cars in which the gas cap cover can only be unlatched from inside the vehicle.
c. Battery cables are to be disconnected. Batteries used to power auxiliary equipment shall be permitted to be kept in service providing an appropriate disconnect is furnished.
d. Ignition keys are to be removed and placed in a central location on site.
e. The positioning of such vehicles shall be subject to approval of the Fire Marshal's Office.
f. Vehicle operation will be limited to brief parade-type displays specifically approved by the Fire Marshal's Office.
g.Vehicles, boats and similar exhibited products having over 100 square feet of roofed area are to have a smoke detector.

14. The following requirements are for food shows:

a. One 40 BC extinguisher is to be provided for every deep fat fryer.
b. Deep fat fryers are to be thermostat controlled.
c. Fryer units are not to be located on tables that are along aisles. No public access to fryers.
d. Deep fat fryer units are to be placed on sheet pans or similar non-combustible materials (foil is not acceptable).
e. Combustible materials will not be located near deep fat fryers.
f. Chafing dishes are to be designed with a shelf for the fuel or chafing dish is to be placed on a sheet pan.

15. Public display of compressed flammable or toxic gases, hazardous materials, Class II, III or IV laser, blasting agents and explosives is only permitted after a review of the materials and/or devices is conducted and the proposed display has received approval of the Fire Marshal's Office.